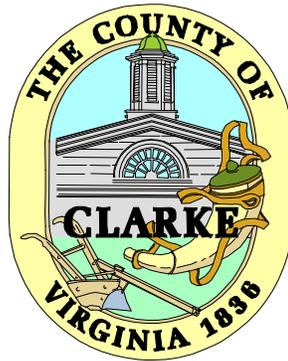


Board of Supervisors Organizational & Committee Meeting Packet



Monday, January 8, 2018

Personnel Committee **9:30 am**

**Organizational Meeting /
Work Session** **10:00 am**

Finance Committee **Immediately Follows
Work Session**



Personnel Committee Items

Berryville/Clarke County Government Center, 2nd Floor
101 Chalmers Court, Berryville, Virginia 22611

Monday, January 8, 2018 9:30 am

Item No.

Description

- A. Expiration of Term for appointments expiring through February 2018.
- B. Circuit Court Request for Part-time to Full-time Employee. Item is slated for discussion by the BoS Finance Committee.

Appointments by Expiration Through February 2018

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
<i>November 2017</i>					
Shenandoah Valley Workforce Investment Board			4 Yr		
James	Patricia	Buckmarsh District	5/16/2017	11/9/2017	9/17/2013
Left area 11-09-2017 expires 6-30-2021					
Beginning July 1, 2011, the term of appointment for SVWIB members shall be 4 years, with terms ending on June 30 of the year the term ends. Members may be eligible to serve two full consecutive terms.					
<i>December 2017</i>					
Board of Septic & Well Appeals					
Caldwell	Anne	Millwood District; Planning Commission; Vice Chair - Alternate	1/8/2016	12/31/2017	1/10/2014
1 Staff Rep; § 143-11. Appeals & variances. A. Board of Septic & Well Appeals 2. (a) the member of the Board of Supervisors, who serves as the Board's liaison to the Planning Commission, with The Vice Chair of the Board designated as his/her alternate, (b) a Chair of Planning Commission with the Vice Chair designated as his/her alternate, and (c) a member of the public, who is a resident of the county with the Vice Chair of the Planning Commission designated as his/her alternate. All members shall be appointed by the Board of Supervisors at their first regular meeting of each year.					
Ohrstrom, II	George	Russell District; Planning Commission Chair	1/8/2015	12/31/2017	1/10/2014
1 Staff Rep; § 143-11. Appeals & variances. A. Board of Septic & Well Appeals 2. (a) the member of the Board of Supervisors, who serves as the Board's liaison to the Planning Commission, with The Vice Chair of the Board designated as his/her alternate, (b) a Chair of Planning Commission with the Vice Chair designated as his/her alternate, and (c) a member of the public, who is a resident of the county with the Vice Chair of the Planning Commission designated as his/her alternate. All members shall be appointed by the Board of Supervisors at their first regular meeting of each year.					
Clarke County Historic Preservation Commission			1 Yr		
Kruhm	Doug	Planning Commission Representative	1/6/2017	12/31/2017	4/16/2013
Section 3-E-3-d Zoning Ord "shall consist of at least 5 members not to exceed 7 members; Members shall be residents of Clarke County with a demonstrated interest in and knowledge of the historic character of Clarke County. Reasonable effort to appoint at least 2 members with professional training or equivalent experience in 1 or more of the following: architecture, architectural history, historic preservation, archeology, land use planning, or related fields. Reasonable effort to appoint at least 1 member that is a professional architect or architectural historian. At least 1 member shall be appointed from the Planning Commission upon recommendation to the Board by the Planning Commission. After the establishment of an Historic District, at least 1 member shall be a resident of a local Historic District."					
Clarke County Planning Commission			4 Yr		
Turkel	Jon	Millwood / Chapel District	3/17/2015	12/1/2017	8/16/2011
Resigned 12-01-2017 term expires 4-30-2019					
Appointed by BOS; Oath of Office Required - Clerk of Circuit Court; Section 1-C-2 of the Zoning Ordinance states: "The Planning Commission shall consist of eleven members, appointed by the Board. Members of the Planning Commission shall be residents of the County, with there being 2 residents of each of the Board Election Districts. In addition, 1 member of the Commission shall be a member of the Board. Members of the Commission shall be qualified by knowledge and experience to make decisions on questions of community growth and development. At least 1/2 of the members of the Planning Commission shall be owners of real property in the County."					
Parks & Recreation Advisory Board					
Wisecarver	Steve	Appointed by Town of Boyce	11/5/2013	12/31/2017	12/31/2001
(9) voting members on the Advisory Board. Six (6) members shall be appointed by the BOS to represent the 5 voting districts and 1 at large. The Superintendent of Schools or their designee shall serve on the Advisory Board. The Town Councils for Berryville, Boyce shall each appoint a representative to serve on the Advisory Board. The BOS shall also designate 1 member of the BOS to serve as a non-voting liaison to the Advisory Board. The Advisory Board will accept applications from high-school aged Clarke County residents and each year appoint two (2) to serve as non-voting members.					

January 2018

Wednesday, December 27, 2017

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			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
Clarke County Sanitary Authority			4 Yr		
Dunning, Jr.	A.R.	White Post District, Treasurer/Secretary	11/19/2013	1/5/2018	2/15/2005

The board of the Authority shall be appointed by the BOS and shall be composed of 5 members, 1 of whom shall be a resident of the Town of Boyce, each for a term of 4 years and until his successor is appointed and qualifies except appointments to fill vacancies, which shall be for the remainder of such un-expired term. The Town may submit a nominee or nominees to the BOS for its consideration in making the appointment of the Boyce resident member. From VA Code 15.2-5113 D) Alternate board members may also be selected. Such alternates shall be selected in the same manner and shall have the same qualifications as the board members except that an alternate for an elected board member need not be an elected official. Oath of Office Required.

February 2018

Board of Zoning Appeals			5 Yr		
Kackley	Charles	Russell District	2/12/2008	2/15/2018	4/9/1998

Appointed by Circuit Court; BOS letter of recommendation to Clerk. Oath of Office Required - Clerk of Circuit Court; 5 total members: 1 member may be on the Planning Commission Pg 1114 Supv Manual; other 4 have been generally 1 from each magisterial district, although not required.; Section 7-A-1 of the Zoning Ord states: "The Board shall consist of 5 residents of Clarke Co. Members of the Board shall hold no other public office in the locality except that 1 may be a member of the Clarke Co Planning Commission."

Clarke County Committee Listing

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Agricultural & Forestal District Advisory Committee</i>				<i>6 Yr</i>
Buckley	Samuel	Landowner/Producer	8/18/2015	7/15/2021
Childs	Corey	Landowner	8/18/2015	7/15/2021
Day	Emily	Landowner/Producer	8/18/2015	7/15/2021
Dorsey	Tupper	Landowner/Producer	8/18/2015	7/15/2021
Gordon	Carolyn	Landowner	8/18/2015	7/15/2021
Haynes	Carole	Landowner	9/15/2015	7/15/2021
McKay	Beverly B.	BoS - Appointed Member	8/18/2015	7/15/2021
Peake	Donna	Commissioner of the Revenue	8/18/2015	7/15/2021
Shenk	Philip	Landowner/Producer	8/18/2015	7/15/2021
<i>Barns of Rose Hill Board of Directors</i>				<i>3 Yr</i>
Cammack	Thomas		1/19/2016	12/31/2018
<i>BCCGC Joint Building Committee</i>				<i>Open-End</i>
Ash	David L.	County Administrator		
Dalton	Keith	Berryville Town Manager		
Kitselman	Allen	Berryville Town Council Representative		
McKay	Beverly B.	BoS - Appointed Member	1/11/2016	12/31/2017
<i>Berryville Area Development Authority</i>				<i>4 Yr</i>
McFillen	Thomas	Berryville District	10/18/2016	3/31/2018
Ohrstrom, II	George	Russell District	3/15/2016	3/31/2019
Smart	Kathy	White Post District	2/21/2017	3/31/2020
<i>Berryville/Clarke County Joint Committee for Economic Development and Tourism</i>				<i>Ongoing</i>
Arnold, Jr.	Harry Lee	BTC - Appointed Member		
Ash	David L.	County Administrator	1/9/2017	12/31/2017
Capelli	Len	Director of Economic Development	4/14/2015	
Dunkle	Christy	Staff Representative - Town		
Weiss	David S.	BoS - Appointed Member	1/9/2017	12/31/2017
<i>Board of Septic & Well Appeals</i>				<i>4 Yr</i>
Blatz	Joseph	White Post District; Citizen Member	1/19/2016	2/15/2020
Caldwell	Anne	Millwood District; Planning Commission; Vice Chair - Alternate	1/8/2016	12/31/2017
Daniel	Mary L.C.	BoS - Alternate	1/9/2017	12/31/2017
McKay	Beverly B.	BoS - Vice Chair Appointed Member	1/9/2017	12/31/2017
Ohrstrom, II	George	Russell District; Planning Commission Chair	1/8/2015	12/31/2017

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			<i>Appt Date</i>	<i>Exp Date</i>
<i>Board of Social Services</i>				<i>1 Yr</i>
Byrd	Barbara J.	BoS - Appointed Member	1/9/2017	12/31/2017
Dodson	Gerald	Berryville District	10/18/2016	7/15/2020
Gray	Lynn	Berryville District	6/17/2014	7/15/2018
Melusen	Alan	2010 Chair	9/19/2017	7/15/2018
Smith	James	Berryville District	8/15/2017	7/15/2021
<i>Board of Supervisors</i>				<i>4 Yr</i>
Byrd	Barbara J.	Russell District	1/9/2017	12/31/2019
Catlett	Terri T.	Millwood/Pinegrove Districts	1/1/2016	12/31/2019
Daniel	Mary L.C.	Berryville District	1/1/2016	12/31/2019
McKay	Beverly B.	White Post District, Vice Chair	1/1/2016	12/31/2019
Weiss	David S.	Buckmarsh/Blue Ridge Districts; Chair	1/1/2016	12/31/2019
<i>Board of Supervisors Finance Committee</i>				<i>1 Yr</i>
Byrd	Barbara J.	BoS - Alternate	1/9/2017	12/31/2017
Catlett	Terri T.	BoS - Appointed Member	1/9/2017	12/31/2017
McKay	Beverly B.	BoS - Alternate	1/9/2017	12/31/2017
Weiss	David S.	BoS - Appointed Member	1/9/2017	12/31/2017
<i>Board of Supervisors Personnel Committee</i>				<i>1 Yr</i>
Byrd	Barbara J.	BoS - Alternate	1/9/2017	12/31/2017
McKay	Beverly B.	BoS - Appointed Member	1/9/2017	12/31/2017
Weiss	David S.	BoS - Appointed Member	1/9/2017	12/31/2017
<i>Board of Zoning Appeals</i>				<i>5 Yr</i>
Borel	Alain F.	White Post District	1/23/2014	2/15/2019
Brumback	Clay	White Post District	12/20/2017	2/15/2019
Caldwell	Anne	Millwood District	2/25/2015	2/15/2020
Kackley	Charles	Russell District	2/12/2008	2/15/2018
Means	Howard	Millwood District	2/15/2016	2/15/2021
Volk	Laurie	White Post District	2/18/2014	2/15/2019
<i>Broadband Implementation Committee</i>				
Bouffault	Robina Rich	White Post District	2/21/2017	
Daniel	Mary L.C.	Berryville District	2/21/2017	
Kreider	Scott	Buckmarsh / Battletown District	2/21/2017	
McKay	Beverly B.	White Post District	2/21/2017	
<i>Building and Grounds</i>				<i>1 Yr</i>
McKay	Beverly B.	BoS - Appointed Member	1/9/2017	12/31/2017
Weiss	David S.	BoS - Alternate	1/9/2017	12/31/2017

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Career and Technical Education Advisory Committee</i>				1 Yr
Catlett	Terri T.	BoS - Appointed Member	1/9/2017	12/31/2017
<i>Clarke County Historic Preservation Commission</i>				4 Yr
Arnett	Betsy	Berryville District	4/19/2016	5/31/2020
Berger	Katherine		11/21/2017	5/31/2019
Caldwell	Anne	Millwood District	4/18/2017	5/31/2021
Carter	Paige	White Post District	4/19/2016	5/31/2020
Kruhm	Doug	Planning Commission Representative	1/6/2017	12/31/2017
Stieg, Jr.	Robert	Millwood District	6/17/2014	5/31/2018
Teetor	Alison	Staff Representative		
York	Robert	White Post District	4/18/2017	5/31/2021
<i>Clarke County Humane Foundation</i>				1 Yr
Byrd	Barbara J.	BoS - Liaison	1/9/2017	12/31/2017
<i>Clarke County Library Advisory Council</i>				4 Yr
Al-Khalili	Adeela	Buckmarsh District	3/17/2015	4/15/2019
Bogert	Aubrey	White Post District	9/20/2016	4/15/2018
Brondstater	Bette	Berryville District	2/21/2017	4/15/2019
Curran	Christopher	Buckmarsh District	2/21/2017	4/15/2021
Daisley	Shelley	Russell District	5/17/2016	4/15/2020
Daniel	Mary L.C.	BoS - Liaison	1/9/2017	12/31/2017
Foster	Nancy	Russell District	4/19/2016	4/15/2020
Graves	Suzette	Berryville District	11/21/2017	4/15/2021
Holscher	Dirck	Russell District	2/21/2017	4/15/2021
Kalbian	Maral	Millwood District	2/17/2015	4/15/2019
<i>Clarke County Litter Committee</i>				1 Yr
Byrd	Barbara J.	BoS - Liaison	1/9/2017	12/31/2017
<i>Clarke County Planning Commission</i>				4 Yr
Bouffault	Robina Rich	White Post / Greenway District	3/15/2016	4/30/2020
Buckley	Randy	White Post District	1/23/2014	4/30/2018
Byrd	Barbara J.	BoS - Alternate	1/9/2017	12/31/2017
Caldwell	Anne	Millwood / Chapel District; Vice Chair	3/21/2017	4/30/2021
Daniel	Mary L.C.	BoS - Appointed Member	1/9/2017	12/31/2017
Kreider	Scott	Buckmarsh / Battletown District	3/15/2016	4/30/2020
Kruhm	Doug	Buckmarsh / Battletown District	3/18/2014	4/30/2018
Lee	Francis	Berryville District	5/20/2014	4/30/2018
Malone	Gwendolyn	Berryville District	3/15/2016	4/30/2020
Nelson	Clifford	Russell / Longmarsh District	3/21/2017	4/30/2021

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			<i>Appt Date</i>	<i>Exp Date</i>
Ohrstrom, II	George	Russell District; Chair	3/17/2015	4/30/2019
Stidham	Brandon	Staff Representative	4/30/2012	
Turkel	Jon	Millwood / Chapel District	3/17/2015	12/1/2017
<i>Clarke County Sanitary Authority</i>				<i>4 Yr</i>
DeArment	Roderick	White Post District, Chair	1/17/2017	1/5/2021
Dunning, Jr.	A.R.	White Post District, Treasurer/Secretary	11/19/2013	1/5/2018
Legge	Michael	Staff Representative		
Mackay-Smith, Jr.	Alexander	White Post District, Vice Chair	1/17/2017	1/5/2021
McKay	Beverly B.	BoS - Liaison	1/9/2017	12/31/2017
Myer	Joseph	Town of Boyce	11/17/2015	1/5/2020
Welliver	Ralph	Berryville District	7/19/2016	6/30/2020
<i>Community Policy and Management Team</i>				
Acker	Denise	Northwestern Community Services	7/18/2017	12/31/2018
Bauserman	Ellen	CCPS Director Pupil Svcs	7/18/2017	12/31/2019
Byrd	Barbara J.	BoS - Appointed Member	6/12/2017	12/31/2017
Goshen	Lisa	Parent Representative	11/21/2017	12/31/2020
Greene	Colin	VDH Representative	12/19/2017	12/31/2018
Jones	Angie	Director Clarke County DSS	7/18/2017	12/31/2019
Legrys	Mark	Court Services Unit Supervisor	7/18/2017	12/31/2019
Obradovic	Laura	Private Provider - Grafton School	7/18/2017	12/31/2020
<i>Conservation Easement Authority</i>				<i>3 Yr</i>
Bacon	Rives	Berryville District	8/15/2017	12/31/2019
Buckley	Randy	White Post District	12/20/2016	12/31/2019
Byrd	Barbara J.	BoS - Appointed Member	1/9/2017	12/31/2017
Engel	Peter	White Post District	11/17/2015	12/31/2018
Jones	Michelle	Millwood / Pine Grove District	12/20/2016	12/31/2019
Ohrstrom, II	George	Russell District; Planning Commission Representative	3/15/2016	4/30/2019
Teetor	Alison	Staff Representative		
Thomas	Walker	Buckmarsh District	11/17/2015	12/31/2018
<i>Constitutional Officer</i>				
Butts	Helen	Clerk of the Circuit Court	1/1/2016	12/31/2023
Keeler	Sharon	Treasurer	1/1/2016	12/31/2019
Peake	Donna	Commissioner of the Revenue	1/1/2016	12/31/2019
Roper	Anthony	Sheriff	1/1/2016	12/31/2019
Williams	Anne	Commonwealth Attorney	4/1/2017	11/7/2017
<i>County Administrator</i>				
Ash	David L.	County Administrator	3/19/1991	

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			<i>Appt Date</i>	<i>Exp Date</i>
<i>Economic Development Advisory Committee</i>				4 Yr
Barb	Jim	Real Estate Rep, Business Owner	12/19/2017	12/31/2021
Conrad	Bryan H.	Agriculture, Fire & Rescue	12/16/2014	12/31/2018
Dunkle	Christy	Town of Berryville Representative	1/1/2016	12/31/2019
Kraybill	Christina	Berryville District, Business Owner	12/19/2017	12/31/2021
Milleson	John R.	Banking, Finance	12/16/2014	12/31/2018
Myer	Dr. Eric	Agriculture Rep, Business Owner	12/16/2014	12/31/2018
Pritchard	Elizabeth	Hospitality Industry	8/16/2016	8/31/2020
Weiss	David S.	BoS - Appointed Member	1/9/2017	12/31/2017
<i>Family Assessment and Planning Team</i>				
Allen	Gay	DSS - Foster Care Worker	7/18/2017	12/31/2018
Davis	Sara	Parent Representative	8/15/2017	12/31/2020
Normoyle	Vicki	Northwestern Community Svcs	7/18/2017	12/31/2018
Phillips	Courtney	26th District Court Svcs Unit	10/17/2017	12/31/2019
Rousseau	Christian	Private Provider - Intensive Supervisor & Counseling	6/12/2017	12/31/2020
Thompson	Christine	CCPS - Social Worker	7/18/2017	12/31/2019
<i>Fire & EMS Commission</i>				
Armacost, Jr.	Van	John H. Enders VFRC Rep	8/15/2017	8/30/2018
Conrad	Bryan H.	Citizen-at-large	9/1/2015	8/31/2019
Harrison	Diane	Citizen-at-large	6/20/2017	8/31/2021
Hoff	Matt	Boyce VFRC Rep	8/15/2017	8/31/2018
Lichty	Brian	Staff Representative	11/14/2016	
Nicholson	Andrew	Citizen-at-large	10/17/2017	8/31/2020
Roper	Anthony	Sheriff	1/1/2016	12/31/2019
Weiss	David S.	BoS - Representative	1/9/2017	12/31/2017
White	Jacob	Blue Ridge VFRC Rep	8/15/2017	8/31/2018
<i>Handley Regional Library Board</i>				4 Yr
Leahy	Cindy		11/21/2017	11/30/2021
<i>Industrial Development Authority of the Clarke County, Virginia</i>				4 Yr
Cochran	Mark	Buckmarsh District	10/17/2017	10/30/2021
Ferrell	Brian	Buckmarsh District; Secretary 2017	6/21/2016	10/30/2019
Jones	Paul	Russell District	3/15/2016	10/30/2019
Juday	David	Russell District; Chair 2011 -2017	10/21/2014	10/30/2018
Koontz	English	Buckmarsh District; Vice Chair 2017	6/16/2015	10/30/2018
Pierce	Rodney	Buckmarsh District	10/18/2016	10/30/2020
Waite	William	Millwood District; Interim Treasurer 10-31-2017	10/31/2017	10/30/2021
Weiss	David S.	BoS - Liaison	1/9/2017	12/31/2017

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			<i>Appt Date</i>	<i>Exp Date</i>
<i>Joint Administrative Services Board</i>				Open-End
Ash	David L.	County Administrator	12/22/1993	
Bishop	Chuck	School Superintendent	7/1/2014	
Judge	Tom	Staff Representative	2/14/1994	
Keeler	Sharon	Treasurer	3/12/2005	
McKay	Beverly B.	BoS - Alternate	1/9/2017	12/31/2017
Schutte	Charles	School Board Representative	1/8/2012	
Weiss	David S.	BoS - Appointed Member	1/9/2017	12/31/2017
<i>Legislative Liaison and High Growth Coalition</i>				1 Yr
Daniel	Mary L.C.	BoS - Liaison	1/9/2017	12/31/2017
<i>Lord Fairfax Community College Board</i>				4 Yr
Daniel	William	Berryville District	7/19/2016	6/30/2020
<i>Lord Fairfax Emergency Medical Services Council</i>				3 Yr
Burns	Jason	Career Representative; Buckmarsh District	4/21/2015	6/30/2018
Conrad	Bryan H.	Volunteer Representative; White Post District	5/16/2017	6/30/2020
Stidham	Angela	Medical Professional; White Post District	7/19/2016	6/30/2019
<i>Northern Shenandoah Valley Regional Commission</i>				1 Yr
Daniel	Mary L.C.	BoS - Alternate	1/9/2017	12/31/2017
McKay	Beverly B.	BoS - Appointed Member	1/9/2017	12/31/2017
Stidham	Brandon	Citizen Representative [Planning Director]	4/19/2016	1/31/2019
<i>Northwest Regional Adult Drug Treatment Court Advisory Committee</i>				Open End
Byrd	Barbara J.	Russell District	1/9/2017	12/31/2017
<i>Northwestern Community Services Board</i>				3 Yr
Brown	Audrey	White Post District	11/21/2017	12/31/2020
Harris	Celie	Millwood District	11/17/2015	12/31/2018
<i>Northwestern Regional Jail Authority</i>				1 Yr
Ash	David L.	BoS - Appointed Member	1/9/2017	12/31/2017
Byrd	Barbara J.	BoS - Liaison - Alternate	1/9/2017	12/31/2017
Roper	Anthony	Sheriff	1/1/2016	12/31/2019
Wyatt	Jimmy	Millwood District	11/17/2015	12/31/2019
<i>Northwestern Regional Juvenile Detention Center Commission</i>				1 Yr
Byrd	Barbara J.	BoS - Liaison	1/9/2017	12/31/2017
Wyatt	Jimmy	Millwood District	12/20/2016	12/20/2020

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			<i>Appt Date</i>	<i>Exp Date</i>
<i>Old Dominion Alcohol Safety Action Policy Board & Division of Court Services</i>				3 Yr
Roper	Anthony	Sheriff	12/20/2016	12/31/2019
<i>Old Dominion Community Criminal Justice Board</i>				3 Yr
Roper	Anthony	Sheriff	12/20/2016	12/31/2019
<i>Our Health</i>				3 Yr
Shipe	Diane	Buckmarsh District	7/19/2016	3/15/2019
<i>Parks & Recreation Advisory Board</i>				1 Yr
Catlett	Terri T.	BoS - Liaison	1/9/2017	12/31/2017
Heflin	Dennis	White Post District	12/20/2016	12/31/2019
Huff	Ronnie	Town of Berryville Representative	1/1/2016	12/31/2019
Jones	Paul	Russell District; At Large	12/16/2014	12/31/2018
Lichliter	Gary	Russell District	12/20/2016	12/31/2019
Rhodes	Emily	Buckmarsh District	11/17/2015	12/31/2019
Sheetz	Daniel A.	Berryville District	12/19/2017	12/31/2021
Smith	Tracy	Millwood District	12/19/2017	12/31/2021
Trenary	Randy	School Superintendent Designee	10/24/2013	
Wisecarver	Steve	Appointed by Town of Boyce	11/5/2013	12/31/2017
<i>People Inc. of Virginia</i>				3 Yr
Hillerson	Coleen	Clarke County Rep Board of Directors	8/16/2016	7/31/2019
<i>Regional Airport Authority</i>				1 Yr
Ash	David L.	BoS - Alternate	1/9/2017	12/31/2017
Crawford	John	Buckmarsh District	7/19/2016	6/30/2020
McKay	Beverly B.	BoS - Alternate	1/9/2017	12/31/2017
<i>Shenandoah Area Agency on Aging, Inc.</i>				4 Yr
Bouffault	Robina Rich	White Post District	10/21/2014	9/30/2018
<i>Shenandoah Valley Chief Local Elected Officials Consortium</i>				
Ash	David L.	BoS Designee for Chief Elected Official		
<i>Shenandoah Valley Workforce Investment Board</i>				4 Yr
James	Patricia	Buckmarsh District	5/16/2017	11/9/2017
<i>Strategic Planning Committee</i>				1 Yr
Catlett	Terri T.	BoS - Appointed Member	8/15/2017	12/31/2017
<i>Towns and Villages: Berryville</i>				1 Yr
Byrd	Barbara J.	BoS - Liaison	1/9/2017	12/31/2017
Daniel	Mary L.C.	BoS - Liaison - Alternate	1/9/2017	12/31/2017

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			<i>Appt Date</i>	<i>Exp Date</i>
<i>Towns and Villages: Boyce</i>				1 Yr
Catlett	Terri T.	BoS - Liaison	1/9/2017	12/31/2017
McKay	Beverly B.	BoS - Liaison	1/9/2017	12/31/2017
<i>Towns and Villages: Millwood</i>				1 Yr
Catlett	Terri T.	BoS - Liaison	1/9/2017	12/31/2017
<i>Towns and Villages: Pine Grove</i>				1 Yr
Catlett	Terri T.	Bos - Liaison	1/9/2017	12/31/2017
Weiss	David S.	BoS - Liaison	1/9/2017	12/31/2017
<i>Towns and Villages: White Post</i>				1 Yr
McKay	Beverly B.	Bos - Liaison	1/9/2017	12/31/2017

CLERK'S OFFICE

Clarke County Circuit Court

102 NORTH CHURCH STREET
P.O. BOX 189
BERRYVILLE, VIRGINIA 22611
Phone (540) 955-5116
Fax (540) 955-0284

RECEIVED

DEC - 4 2017

Clarke County

HELEN BUTTS, *Clerk*

DEPUTY CLERKS:
April F. Wilkerson
Carolyn L. DeHaven

December 1, 2017

Mr. David Weiss, Chairman
Clarke County Board of Supervisors
101 Chalmers Court
Berryville, Va. 22611

Dear Mr. Weiss

Thank you for allowing me to hire a part-time person for the office. Kate Anderson began September 6, 2017. She works approximately 20 hours per week. She is a very capable, fast learning individual and seems to be very interested in learning more about the workings of the office.

I spoke with the Compensation Board regarding the addition of a new position for the office. They feel certain they can approve our request, but not before July 1, 2018.

The Board approved hiring a part-time employee at the rate of \$15.00 per hour.

I am officially asking the County to approve the full-time position at this time. The County would be paying, approximately an additional \$12,000.00 per year, plus benefits, until July, 2018, when the Compensation Board would begin rebursing their portion of her salary.

Thank you for your consideration.

Sincerely,



Helen Butts, Clerk

Cc: Barbara J Byrd
Mary Costello Daniel
Terri T Catlett
Beverly B McKay
David Ash
Thomas Judge



Board of Supervisors Organizational Meeting & Work Session Agenda

Berryville/Clarke County Government Center, 2nd Floor
101 Chalmers Court, Berryville, Virginia 22611

January 8, 2018 10:00 AM

Item
No. Description

A. Organizational Items:

- Elect Chair
 - o *Move to nominate and elect _____ to serve as 2018 Chair.*
 - o *Move to close nominations for Chair*
 - o *David Ash will call for vote on the motion to nominate and elect. Following vote, the meeting will be turned over to the newly elected 2018 Chair.*
- Elect Vice Chair
 - o *Move to nominate and elect _____ to serve as 2018 Vice Chair.*
 - o *Move to close nominations for Vice Chair*
 - o *Chair will call for vote on the motion to nominate and elect.*
- Set Meeting Date, Time and Location
 - o *Move to adopt the schedule as presented, or corrected, modified with specifics*
- Adopt Rules of Procedure
 - o *Move to adopt the Rules of Procedure. Staff-recommended changes for Board review in packet.*
- 2017 Chair Appointments Review
- 2017 BoS Priorities Review
- Annual Distribution: [Information Only]
 - o *Code of Virginia Title 2.2. Administration of Government Chapter 37. Virginia Freedom of Information Act*
 - o *Code of Virginia Title 42.1. Libraries Chapter 7. Virginia Public Records Act*

Reminder: 2018 Conflict of Interest mailed Wednesday, December 27, 2017, due in Clarke County Administration by 5 pm, Thursday, February 1, 2018.

2018 Clarke County Board of Supervisors Meeting Schedule

<i>Meeting Type</i>	<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Additional Info</i>
Committee Meetings	Monday	January 8	10:00 am	2018 Organizational Meeting
Regular Meeting	Tuesday	January 16	1 pm	
Committee Meetings	Monday	February 12	9:30 am	
Regular Meeting	Tuesday	February 20	1 pm	
Committee Meetings	Monday	March 12	9:30 am	
Regular Meeting	Tuesday	March 20	1 pm	
Committee Meetings	Monday	April 9	9:30 am	
Regular Meeting	Tuesday	April 17	1 pm	
Committee Meetings	Monday	May 7	9:30 am	
Regular Meeting	Tuesday	May 15	1 pm	
Committee Meetings	Monday	June 11	9:30 am	
Regular Meeting	Tuesday	June 19	1 pm	
Committee Meetings	Monday	July 9	9:30 am	
Regular Meeting	Tuesday	July 17	1 pm	
Committee Meetings	Monday	August 13	9:30 am	
Regular Meeting	Tuesday	August 21	1 pm	
Committee Meetings	Monday	September 10	9:30 am	
Regular Meeting	Tuesday	September 18	1 pm	
<i>Committee Meetings</i>	<i>Tuesday*</i>	<i>October 8</i>	<i>9:30 am</i>	<i>Columbus Day Monday Oct 9</i>
Regular Meeting	Tuesday	October 16	1 pm	
<i>Committee Meetings</i>	<i>Thursday</i>	<i>November 8</i>	<i>9:30 am</i>	<i>Date set to accommodate 84th VACo Conference November 11 - 13</i>
Regular Meeting	Tuesday	November 20	1 pm	
Committee Meetings	Monday	December 10	9:30 am	
Regular Meeting	Tuesday	December 18	1 pm	

Unless otherwise noted, Regular Meetings are held in the Main Meeting Room and Committee Meetings are held in Meeting Room AB in the Berryville Clarke County Government Center, 2nd Floor, 101 Chalmers Court, Berryville, Virginia

Note: Work Sessions scheduled for Committee Meeting days on matters for which the Board has deemed additional discussion and/or information necessary.

Agenda Items / Packet Material due by 5 pm on the Monday one week prior to the scheduled meeting.

Draft 12/08/2017

Staff recommended changes:

*Section 4-2. Adoption
of Agenda*

The Agenda for adoption shall be the agenda prepared and delivered as required in Article III.

The Board shall not deliberate nor take action on any matter not identified in by the agenda.

The Board shall not approve additions to the published agenda except for matters requiring the immediate action of the Board on official County business, the nature of which demands deliberation and action and for which the Board cannot schedule timely deliberation and action at its next regular meeting or at a specially called session meeting the requirements of § 2.2-3707. Should a matter arise that requires immediate deliberation and action by the Board, the Chair shall, upon determining the matter is not properly identified on the agenda, call for a motion adding the matter to the agenda and identifying need for immediate action, the call for a special meeting, or directing the matter be placed on the next regular meeting agenda.

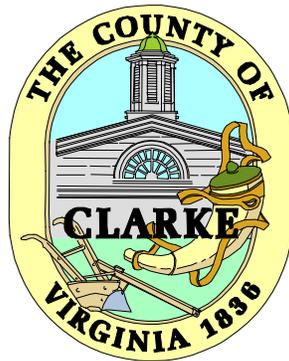
This procedure shall not be construed to prohibit the reporting of information by and between Board members and staff or identifying matters requested or recommended for future discussion or decision, or matters of interest to individual members or future meetings of other bodies nor notice of future items or meetings of interest to one or more members of the Board

~~The Agenda presented for adoption shall be the agenda prepared and delivered as required in Article III.~~

~~Additions, deletions, or modifications to the agenda shall require the consent of a majority of the members of the Board present at the meeting.~~

Clarke County, Virginia Board of Supervisors

Rules of Procedure



Rules of Procedure

Record of Revisions

<i>Revision No.</i>	<i>Revision Date</i>	<i>Description of Change</i>	<i>Approval Initials</i>
New	01/15/02	New Document	
1	01/21/03	For consistent language, use Chair and Vice Chair throughout document. Information map and add attachment section: Closed Meetings Procedure, Sample Sign-in Sheets Citizen Comments and Public Hearing	
N/A	1/12/04	Reviewed and adopted as written – no change	
2	1/18/05	Page 13, Article IV Conduct of Business, Section 4-1. Order of Business, Item J Public Hearings be moved to G; Item I Scheduled Presentations moved to H, and the section renumbered accordingly	
3	1/17/06	<i>2006 date set for Board meetings is the third Tuesday of each month beginning at 2:00 pm; The alternate date for meetings for 2006 was set for 2:00 pm on the Thursday following the regularly-scheduled Tuesday; Page 12 Conduct of Business move Item (g) Public Hearings to Item (n) and list Item (e) Citizens' Comment in afternoon and evening session as Item (m)</i>	
4	3/20/07	<i>2007 regular meeting date and alternate remain unchanged. Start time changed from 2:00 pm to 1:00 pm. Section 4-5 Scheduled Presentations add bullet "The bias of the Board is that the Chair . . . rest of the Board at the meeting."</i>	
5	01/12/2009	Amend Section 1-1. Annual Meeting; Schedule of Regular Meetings Main Meeting Room, Berryville Clarke County Joint Government Center, Board of Supervisors' Meeting Room of the Circuit Courthouse, Berryville, Virginia; Amend Section 3-3. Posting and Notice and included with the calendars mailed pursuant to § 2.2-3707(E) of the Code of Virginia, as amended; Amend Section 5-6. Order of Speaking; Remove Attachment C	
6	01/01/2010	Amend 1-8 Reconsideration of Motions, Etc., Upon Which Vote Has Been: Remove At any meeting of the Board,... Add - A motion to reconsider may only be made at the meeting at which the vote was taken, or at the next succeeding regular meeting of the Board or at any intervening meeting of the Board before the next succeeding regular meeting of the Board. Announced 4-1 Order of Business: Add School Board Update after Adoption of Agenda, Add Board Member Committee Status Reports after Closed Session [when necessary]	
7	01/01/2011	3.3 change from www.co.clarke.va.us to www.clarkecounty.gov ; 3.4 change from the Public Library to official County website ; add Individuals desiring complete paper copies . . . ;	

Rules of Procedure

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Article I—Meetings

Section 1-1. Annual Meeting; Schedule of Regular Meetings

On the third Tuesday of January of each year, or on such other date in the month of January as it may designate, the Board shall assemble in the Main Meeting Room, Berryville Clarke County Joint Government Center or such other public place as it may designate, in regular session and conduct its annual or organizational meeting.

During the course of such meeting, the Board shall fix the date, time, and place of all of its regular meetings during the ensuing calendar year, and shall fix the day on which a regular meeting shall be continued should the Chair later declare that weather or other conditions make it hazardous for members to attend.

Thereafter, no changes shall be made to the schedule of regular meetings and continued dates of same unless the requirements of Section 15.2-1416 of the Code of Virginia, 1950, as amended, are first met.

Section 1-2. Special Meetings

The Board of Supervisors may hold such special meetings as it deems necessary and at such times and places as it may find convenient.

A special meeting can only be called pursuant to the requirements imposed by Sections 15.2-1417 and 15.2-1418 of the Code of Virginia, 1950, as amended.

Section 1-3. Adjourned Meetings

Upon majority vote of the members attending, the Board may continue its meetings, regular or special, from time to time as it may find convenient or necessary with no requirement to further advertise or announce.

Section 1-4. Quorum and Method of Voting

At any meeting, a majority of the Supervisors shall constitute a quorum.

All questions submitted to the Board for decision shall be determined by a majority vote of the Supervisors present and voting on any such question, unless otherwise provided by law or these Rules of Procedure.

The name of each member voting and how he or she voted will be recorded for each action taken by the Board of Supervisors.

The Board of Supervisors has elected not to have a tiebreaker, as provided for by the Code of Virginia, 1950, as amended.

Rules of Procedure

Section 1-5. Motions Subject to limitations imposed hereafter in these rules, discussion of items on the agenda shall be permitted for purposes of clarifying the issues and/or the options available for consideration.

No call for a vote shall be allowed until a member of the Board moves a specific action with reasonable clarity and each member of the Board has thereafter had an opportunity to speak to the specific motion. Motions shall not require a second.

When possible, Board members making complex, multi-part, or lengthy motions are requested to provide the clerk with a written copy of the motion at the time the motion is made.

Section 1-6. Motion to Adjourn At a meeting of the Board, a motion to adjourn shall always be in order and shall be decided without debate, provided each member of the Board is given a reasonable opportunity to be heard.

Section 1-7. Motions While a Question is Under Debate When a motion is under debate at a meeting of the Board no motion shall be received unless it is one:

- To amend,
- To commit,
- To postpone,
- For the previous question,
- For a substitute motion to lay on the table,
- Or to adjourn.

Section 1-8. Reconsideration of Motions, Etc., Upon Which Vote Has Been Announced When any vote upon any motion, resolution, ordinance, or question has been previously announced, it may not be reconsidered unless and until a motion to that effect is presented by a member of the Board who previously voted with the prevailing side when such motion, resolution, ordinance, or question was considered. A motion to reconsider may only be made at the meeting at which the vote was taken, or at the next succeeding regular meeting of the Board or at any intervening meeting of the Board before the next succeeding regular meeting of the Board.

Any such motion to reconsider shall be decided by a majority vote of the members present at the time such motion to reconsider is presented.

Rules of Procedure

Section 1-9. Robert's Rules of Order; Suspending Rules

The proceedings of the Board of Supervisors, except as otherwise provided in these rules and by applicable State law, shall be governed by Robert's Rules of Order.

These Rules of Procedure of the Board may only be suspended on presentation of a motion to that effect, which is carried by unanimous vote of the members present and voting.

Section 1-10. Board to Sit with Open Doors

The Board of Supervisors shall sit with open doors, and all persons conducting themselves in an orderly manner may attend the meetings. However, the Board may hold closed meetings as permitted by law.

Closed meetings may be placed on the agenda, or may be requested by any member of the Board. However, no closed meeting shall be convened unless and until the Board has favorably acted on a motion to so convene, and, then, only if such motion accurately states a lawful reason for such closed meeting as permitted by and outlined in Section 2.2-3701344 of the Code of Virginia, 1950, as amended.

For additional detail, refer to Attachment A – Closed Meetings Procedure of this document.

Section 1-11. Limitations on duration and hour of meetings; Adjournment

Meetings of the Board of Supervisors shall not continue for more than four [4] consecutive hours or later than 10:00 pm without the consent of a majority of the members present.

Should it appear to the Chair that the matter or matters before the Board cannot be heard within the time remaining, the Chair shall poll the members of the Board to determine the desire of the members.

The Chair shall adjourn or recess the meeting upon final action on the current agenda item unless a majority of the members agree to exceed the limits established by this section.

Any items not taken up by the Board of Supervisors prior to adjourning will be added to the agenda of the next meeting without further action of the Board.

Section 1-12.
Electronic Participation in

Pursuant to Code of Virginia:

§ 2.2-3708 Electronic communication meetings; applicability; physical quorum required; exceptions; notice; report.

Rules of Procedure

Meetings from Remote
Locations

§ 2.2-3708.1 Participation in meetings in event of emergency or personal matter; certain disabilities; distance from meeting location for certain public bodies.

§ 2.2-3710. Transaction of public business other than by votes at meetings prohibited.

Except as provided hereafter, the Board of Supervisors shall not conduct any meeting wherein the public business is discussed or transacted through telephonic, video, electronic or other communication means where the members are not physically assembled.

A. Quorum Physically Assembled

A Board of Supervisor member may participate in a meeting through electronic communication means from a remote location that is not open to the public:

1. If, on or before the day of a meeting, the Board member notifies the Board of Supervisors Chair that he or she is unable to attend the meeting due to an emergency or personal matter and identifies with specificity the nature of the emergency or personal matter, and the Board of Supervisors:
 - Approves the member's participation by a majority vote of the members present at a meeting; and,
 - Records in its minutes the specific nature of the emergency or personal matter and the remote location from which the member participated.

In deciding whether or not to approve a Board member's request to participate from a remote location, the Board shall not consider the identity of the member making the request or the matters that will be considered or voted on at the meeting.

If a Board member's participation from a remote location is disapproved, such disapproval will be recorded in the minutes with specificity.

Such participation by a Board member shall be limited each calendar year to two [2] meetings or 25 percent of the meetings of the Board of Supervisors, whichever is fewer.

Rules of Procedure

-
2. If a Board member notifies the Chair that he or she is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance and the Board records this fact and the remote location from which the member participated in its minutes.

A Board member may participate in a meeting by electronic means pursuant to this section only when:

- A quorum of the Board is physically assembled at the primary or central meeting location; and
- The Board makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

B. Quorum Not Physically Assembled

The Board of Supervisors may meet by electronic communication means without a quorum physically assembled at one location when the Governor has declared a state of emergency in accordance with Va. Code § 44-146.17, provided:

- The catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location, and
- The purpose of the meeting is to address the emergency.

If it holds a meeting pursuant to this section, the Board shall:

- Give public notice using the best available method given the nature of the emergency contemporaneously with the notice provided members of the Board;
- Make arrangements for public access to the meeting;
- Make available to the public, at the time of the meeting, agenda packets and all materials, unless exempt, that will be distributed to members of the Board and that have been made available to the Board's staff in sufficient time for duplication and forwarding to all locations at which public access will be provided;
- Record minutes of the meeting in accordance with policy; and
- Record in the minutes votes taken by name in roll-call fashion.

The nature of the emergency, the fact that the meeting was held by

Rules of Procedure

electronic communication means and the type of electronic communication means by which the meeting was held shall be stated in the minutes of the meeting.

C. Reporting

1. If the Board meets by electronic means, it shall make a written report of the following to the Virginia Freedom of Information Advisory Council and the Joint Commission on Technology and Science by December 15 of each year:
 - The total number of electronic communication meetings held that year.
 - The dates and purposes of the meetings.
 - A copy of the agenda for each meeting.
 - The number of sites for each meeting.
 - The types of electronic communication means by which the meetings were held.
 - The number of participants, including members of the public, at each meeting location.
 - The identity of the members of the board recorded as absent and those recorded as present at each meeting location.
 - A summary of any public comment received about the electronic communication meetings.
 - A summary of the board's experience using electronic communication meetings, including its logistical and technical experience.
 2. At any meeting at which any member of the Board participates electronically, the Board will make copies of the public comment form prepared by the Virginia Freedom of Information Advisory Council available to the public.
-

Rules of Procedure

Article II—Officers

*Section 2-1. Chair
and Vice Chair*

At the annual or organizational meeting of the Board of Supervisors, as described in Section 1-3 hereof, the Board shall elect from its membership a Chair and a Vice Chair, each of whom shall serve for a one-year term expiring on December 31st of the same year in which he or she is elected, provided however, that unless the term of office has expired and the member has not been re-elected, the Chair and Vice-Chair shall serve until their respective successor(s) shall have been elected and qualify.

In the event that the Chair is absent from any meeting the Vice Chair shall assume the authority and duties of the Chair.

In the event the Chair and Vice Chair are absent from any meeting of the Board, then, the members present at such meeting shall choose one of their number as temporary Chair by majority vote of the members present and voting.

*Section 2-2. Authority
of the Chair*

The efficient and dignified conduct of public business is the ultimate concern of the Board. Accordingly, it is the policy of the Board that its meetings be conducted with the highest degree of order and decorum, and the Board will permit no behavior, which is not in keeping with this policy.

The Chair shall preserve order and decorum at all meetings.

- He shall recognize persons desiring to speak and shall ensure that speaker's comments are limited to the issue before the Board for consideration and that any limitations on time are observed.
 - The Chair shall ensure that all persons entitled and desiring to speak are permitted to do so without interruption or comment during their presentation.
 - The Chair shall determine if statements are demeaning, inappropriate, or out of order, and shall have the authority to revoke the speaker's right to continue.
-

*Section 2-2 Authority
of the Chair
Continued*

The Chair may order the expulsion of any person for violation of rules, disruptive behavior, or any words or action that incite violence or disorder, subject to appeal to the Board.

- Any person so expelled shall not be readmitted for the remainder of the meeting from which he was expelled.
 - Any person who has been so expelled and who at a later meeting again engages in words or actions justifying expulsion may be barred from
-

Rules of Procedure

attendance at future meetings of the Board for a specified and reasonable period of time not to exceed six months or upon a still subsequent expulsion, a period not to exceed one year, either by the Chair, subject to appeal to the board, or by motion passed by the Board.

The Chair shall have the power to administer an oath of honesty to any person concerning any matter submitted to the Board, or, connected with its powers and duties. The power to administer an oath granted to the Chair in this section shall be no greater than the same power authorized by Section 15.2-1410 of the Code of Virginia, 1950, as amended.

Section 2-3. Clerk

The Clerk of the Board shall be the County Administrator, and the duties and responsibilities of that position shall be as specified in Sections 15.2-407 and 15.2-1539 of the Code of Virginia, 1950, as amended.

At the discretion of the Board, any County employee can be designated as Deputy Clerk, or Temporary Clerk, as the circumstances may require, and said employee shall have the same powers and duties outlined herein for the duration of said appointment.

Rules of Procedure

Article III—Agenda

Section 3-1. Preparation

The Clerk shall prepare an Agenda for each meeting of the Board of Supervisors, conforming to the order of business specified in Section 4-1 under Order of Business.

- Supporting information for every item to be placed on the Regular Meeting Agenda shall be received in the Office of the County Administrator before the close of the working day on the Monday that falls in the week immediately prior to the regularly scheduled Board meeting.
 - Agendas for special meetings shall be prepared as far in advance as the circumstances necessitating the special meeting allow.
 - The clerk shall include on the agenda all matters for which a written request and supporting information have been received in advance of the deadline herein established.
-

Section 3-2. Delivery

Each member of the Board shall receive the Regular Meeting Agenda, along with the supporting information available to staff, on the Friday of the week prior to the regular meeting to be held on the third Tuesday of each month.

Special meeting Agendas and supporting information will be delivered as far in advance as the circumstances necessitating the special meeting allow.

Section 3-3. Posting and Notice

A copy of the Meeting Agendas shall be available in the Office of the County Administrator as of the date and time the information is distributed to members of the Board.

Agendas will also be posted on the County Web page at www.clarkecounty.gov.

Section 3-4. Copies

The Clerk or Deputy Clerk of the Board shall prepare or cause to be prepared extra copies of the Agenda and supporting information, and shall make the same available to the public in the Office of the County Administrator and official County website at the same time that the Agenda is posted pursuant to Section 3-3, above.

Individuals desiring complete paper copies of Agenda packages shall arrange with the Clerk for the delivery and cost of the information desired.

The Clerk or Deputy Clerk shall also have a copy of agenda packet available at each meeting.

Rules of Procedure

**Article IV—Conduct Of
Business**

*Section 4-1. Order of
Business*

At meetings of the Board, the order of business should normally be as follows:

- (a) Call to Order
- (b) Adoption of Agenda
- (c) Citizens' Comment
- (d) School Board Update *[as requested]*
- (e) Department of Transportation Matters
- (f) Approval of Minutes
- (g) Approval of Consent Agenda
- (h) Scheduled Presentations
- (i) Ratification of Committee Action
- (j) Joint Administrative Services Board Monthly Update
- (k) Project Update
- (l) Miscellaneous Items
- (m) Summary of Required Action
- (n) Board Member Committee Status Reports
- (o) Closed Session *[when required]*

When public hearings are scheduled, there will be a recess at this point until 6:30 pm and Items (p), (q), and (r) shall be conducted.

- (p) Citizens' Comment
 - (q) Public Hearings (when required)
 - (r) Adjournment
-

*Section 4-2. Adoption
of Agenda*

The Agenda presented for adoption shall be the agenda prepared and delivered as required in Article III.

Additions, deletions, or modifications to the agenda shall require the consent of a majority of the members of the Board present at the meeting.

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Section 4-3. Consent Agenda

The Consent Agenda shall be introduced by a motion "to approve the Consent Agenda", and shall be considered by the Board as a single item. There shall be no debate or discussion by any member of the Board regarding any item on the Consent Agenda, beyond asking questions for simple clarification.

On objection by any member of the Board of Supervisors to inclusion of any item on the Consent Agenda, that item shall be removed from the Consent Agenda forthwith.

- Such objection may be recorded at any time prior to completing the taking of a vote on the motion to approve the Consent Agenda.
- Items, which have been objected to and removed from the Consent Agenda, shall be moved to the Miscellaneous Item on the agenda and be considered individually and in the order in which they were objected to.

Approval of the motion to approve the Consent Agenda shall constitute approval, adoption, or enactment of each motion, resolution, or other item of business thereon, exactly as if each had been acted upon individually.

Section 4-4. Citizen Comment Period.

Any person desiring to address the Board of Supervisors at the Citizen Comment period shall be required to abide by the rules governing such presentations as set forth in these rules in Article VI—Citizen Responsibilities.

A register for persons desiring to address the Board of Supervisors during the Citizen Comment Period shall be furnished prior to the beginning of every regular meeting of the Board of Supervisors. [For sample, refer to Attachment B – Citizen Comment Period – Sign-In Sheet of this document.] Citizens desiring to address the Board of Supervisors during this period shall provide their name, the issue they want to address, and their place of residence on the register provided.

Each speaker at a Citizen's Comment Period shall be limited to one appearance at each regular meeting of the Board and only issues that are not scheduled for future Public Hearings may be addressed. Individuals speaking during the Citizens' Comment Period shall be subject to a five-minute time limitation.

Members of the Board shall neither engage in debate with, nor shall they be expected to answer questions posed by individuals speaking during the Citizen Comment period.

Should a review of the register indicate that more than two persons desire to speak on the same issue during the Citizen Comment Period the Chair may ask those desiring to speak to pick two people to represent their views.

Rules of Procedure

- If those desiring to speak cannot agree on two representative speakers the Chair shall let the first two citizens speak for up to 5 minutes each but may limit subsequent speakers to the time required to present different opinions or new information.
 - In lieu of the above, a majority of the Board of Supervisors present and voting at the meeting may direct the matter be scheduled for public comment at the next regular meeting of the Board, and defer public comment until that time.
-

*Section 4-5.
Scheduled
Presentations*

Any person desiring to address the Board of Supervisors at a Scheduled Presentation period of a Board of Supervisors meeting shall be required to abide by the rules governing such presentations as set forth in these rules in Article VI—Citizen Responsibilities.

Any citizen or staff member who desires to address the Board during the “Scheduled Presentations” portion of the Agenda at a Regular Meeting shall submit a written request to the Clerk, or his/her designee, identifying, with reasonable certainty, the subject matter of the presentation.

- Such request must be in the Clerk’s hands not later than the Agenda deadline specified in Section 3-1 hereof.
 - The bias of the Board is that the Chair should honor all such requests and the person making the request should be allowed at least five [5] minutes of meeting time to address the Board. However, the Chair may delay the request to a future meeting or decline the request entirely if the meeting schedule is full or the topic is deemed to be inappropriate. Any such action on the part of the Chair must be reported to the rest of the Board at the meeting.
 - Only the person requesting to make the presentation may do so, unless otherwise permitted by the Chair, and every such speaker shall be subject to a five minute time limit for the presentation itself, which limit can be extended with agreement of the Chair.
 - Board Member questions and discussion of the material presented shall not be subject to any time limit.
 - Persons making presentations should be prepared to answer questions and provide detailed information in response to questions from members of the Board.
-

Rules of Procedure

Article V – Public Hearings

Section 5-1. Format for Public Hearings

It is the purpose and objective of the Board of Supervisors to give each citizen an opportunity to express his/her views on the issue(s) at hand at public hearings and to give all speakers equal treatment and courtesy.

While it is often necessary to have a presentation by an applicant and staff, it is the desire of the Board to hear from the public, and therefore, the applicant and staff presentations will be as brief as possible.

In order to accomplish this objective it is necessary that certain rules of order prevail at all hearings of the Board of Supervisors as follows:

Section 5-2. Order of Business

At public hearings, the order of business will be as follows:

- (a) Identification of Issue and Verification of Notice
 - (b) Staff and/or Applicant Presentation
 - (c) Public Comment
 - (d) Board Member Questions
 - (e) Staff, Applicant or Public Response
 - (f) Close of Public Hearing
 - (g) Board discussion and/or consideration
-

Section 5-3. Identification of Issue and Verification of Required Notice

The Chair shall call upon the appropriate County Staff member to verify that any required notice has been given and to read or summarize the notice for the benefit of those attending the public hearing.

Section 5-4. Staff and/or applicant presentation

The Chair will call upon the appropriate County staff and/or applicant to present such information as is necessary to explain the action requested of the Board of Supervisors.

Presentations will be brief, concise summaries for the Supervisor's and the public's information and understanding, provided that sufficient time will be allowed to present, properly and fairly, the subject matter.

When written information has been provided prior to the hearing, that information should be summarized and only new information should be presented in detail.

Rules of Procedure

*Section 5-5. Public
Comment*

Any person desiring to address the Board of Supervisors at a Public Hearing conducted by the Board of Supervisors shall be required to abide by the rules governing such presentations as set forth in these rules in Article VI—Citizen Responsibilities.

Prior to permitting public comment, the Chair shall determine, to the best of his ability, the approximate number of persons desiring to comment at the public hearing and shall establish the manner in which speakers are recognized and the length of time each may speak.

Should the Chair determine that the likely number of persons desiring to speak is 10 or more in number, he may direct that individuals desiring to speak register with staff, providing their name and the district in which they reside. Should registration be required, the Chair shall verify that all such registration has been completed before beginning the hearing begins.

*Section 5-6. Order of
Speaking*

Members of the public shall be permitted to speak as the Chair recognizes each, provided that no member of the public shall be recognized to speak a second time until all persons desiring to speak have had an opportunity to do so. In the event the number of persons desiring to speak necessitates a register, speakers shall be recognized in the order in which they have registered.

In the event the number of speakers results in the continuation of a public hearing, any persons registered but not heard at the initial Public Hearing will be the first given an opportunity to speak at the continued hearing.

*Section 5-7.
Presentation of
Comments*

Each person may address the Board as many times as the Chair, in his or her discretion, may allow, but no speaker shall exceed the total time limit set by the Chair regardless of the number of times recognized.

*Section 5-8.
Supervisors'
Questions*

Upon completion of a presentation by staff, applicant or member of the public, any Member of the Board may ask questions to enhance their understanding of the issue, verify information presented or clarify the action or actions requested.

Members of the Board shall not engage in debate with the person or persons making the presentation.

*Section 5-9. Close of
Hearing*

When the Chair of the Board shall have closed a Public Hearing no further public comments shall be received.

Rules of Procedure

At the close of the public hearing, the Board of Supervisors shall, at its discretion, act or defer action upon the matter set for public hearing. In the event the Board defers action to a later date, the record shall be left open to receive written comments up until the time that a vote is taken.

Rules of Procedure

**Article VI—Citizen
Responsibilities**

*Section 6-1.
Application of Rules.*

Any person desiring to address the Board of Supervisors during any portion of a meeting designated for public comment shall be required to abide by the rules governing such presentations as hereafter set forth in these rules.

*Section 6-2.
Addressing the Board.*

All persons speaking at a meeting of the Board during any portion of a meeting designated for public comment shall address their comments to the Board of Supervisors and shall limit their comments to the matter before the Board of Supervisors. Speakers shall not engage in debate with other speakers or members of the public.

Questions shall not be asked of other speakers, but may be directed to the Chair of the Board for consideration by the Board in later deliberating the matter.

*Section 6-3. Conduct
while Speaking*

Persons speaking at a meeting of the Board of Supervisors shall do so in a courteous manner.

- Cursing or other obscene language or gestures; threats; insults; or other actions intended to harass, provoke or incite a fight, brawl, or other such disorderly response will not be permitted.
 - Any person whose conduct is contrary to this section will be removed as provided for in section 2-2. of these rules.
-

*Section 6-4. Name
and place of
residence.*

Individuals addressing the Board during any portion of a meeting designated for public comment shall clearly state their name and place of residence prior to making any further comments. Should a person be recognized to speak more than once, they shall identify themselves each time before speaking.

*Section 6-5.
Organizational
Representation*

Any person speaking at any portion of a meeting designated for public comment, who represents himself as being an officer or representative of an organization, group, association, corporation, or other entity, shall, upon request of a member of the Board,

- (a) Disclose for the organization, group, association, corporation, or other entity,
 - (b) The history,
 - (c) Size,
-

Rules of Procedure

- (d) Dues,
- (e) Structure,
- (f) Date of creation,
- (g) Requirements for membership,
- (h) Tax status; and
- (i) Shall reveal the organizations method of determining its official position, and
- (j) The speaker's authority to represent the organization.

Unreasonable failure to provide this information to the satisfaction of the Board of Supervisors shall bar the speaker from speaking on behalf of the organization.

Section 6-6. Order of Speaking

Persons speaking during any portion of a meeting designated for public comment shall do so in the order in which they are recognized and called upon by the Chair.

Section 6-7. Time Limits

All persons speaking during any portion of a meeting designated for public comment shall observe all time limits established by the board and shall yield the floor when informed their time has expired.

Section 6-8. Registration.

Should registration of speakers be required, all persons desiring to speak shall sign the register, providing their name and place of residence.

Section 6-9. Written copy of comments

Speakers are requested, but not required, to leave written statements and/or comments with the Clerk or Deputy Clerk of the Board to be incorporated into the written record of the meeting.

Section 6-10. Information sources

No person who speaks or otherwise presents information during any portion of a meeting designated for public comment shall knowingly present false or untrue information to the Board of Supervisors, and shall, upon request of any Board Member, provide the source of any information presented.

Rules of Procedure

**Article VII—
Appointments**

*Section 7-1.
Appointments*

Subject to ratification of a majority of the members of the Board of Supervisors, the Chair shall appoint members of the Board to such authorities, boards, commissions, committees or other organizations or positions as the Board shall so authorize.

**Article VIII—
Amendments**

*Section 8-1.
Amendments*

These Rules of Procedure may, from time to time, be revised, repealed, or otherwise amended upon an affirmative vote by a majority of the members of the Board of Supervisors present and voting.

Attachments

- A. Closed Meetings Procedure
 - B. Citizen Comment Sign-in Sheet
-

Rules of Procedure

Attachment A – Closed Meetings Procedure

Closed Meetings can be held only for discussion of certain limited topics and can be entered only from a properly convened public meeting upon motion of a member of the Board of Supervisors. Most frequently, the Board of Supervisors convenes a closed session to discuss one of the following:

- Specific Employees or appointees of the Board - §2.2-3711-A1
- Acquisition or Sale of Property - §2.2-3711-A3
- Privacy of individuals in personal matters - §2.2-3711-A4
- Discussion of unannounced business location - §2.2-3711-A5
- Discussion of the investment of public funds where competition or bargaining is involved - §2.2-3711-A6
- Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. - §2.2-3711-A7
- Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body - §2.2-3711-A29

To convene a closed session, a member of the Board of Supervisors should:

“Move to convene a closed session pursuant to Section (see section number above), of the Code of Virginia, as amended, to discuss (identify to extent possible).”

To reconvene in public session after a closed session, the Board of Supervisors should readmit the public and only then a member of the Board should:

“Move to reconvene in open session.” With the vote taken immediately thereafter.

Next, a member of the Board should:

“Move to certify that to the best of the member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under Chapter 2.2-3700, et sec, of the Code of Virginia, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Board.”

A roll-call vote is required. Any member of the Board who believes that there was a departure from the requirements of the certifications in the above motion shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place. That statement shall be recorded in the minutes of the Board.

Rules of Procedure

Attachment B – Citizen Comment Period – Sign-In Sheet

Citizen Comment Period - Sign-In Sheet

Name (Please Print)	Address	Topic
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		

If you are representing an Organization: Rules of Procedure - Section 6-5. – Organizational Representation

Any person speaking at any portion of a meeting designated for public comment, who represents himself as being an officer or representative of an organization, group, association, corporation, or other entity, shall, upon request of a member of the Board, disclose for the organization, group, association, corporation, or other entity, the history, size, dues, structure, date of creation, requirements for membership, tax status; and shall reveal the organizations method of determining its official position and the speaker's authority to represent the organization. Unreasonable failure to provide this information to the satisfaction of the Board of Supervisors shall bar the speaker from speaking on behalf of the organization.

End of document.

2017 BOS Assignments By Supervisor

	Position	Appt Date	Exp Date
David Ash			
BCCGC Joint Building Committee	County Administrator		
Berryville/Clarke County Joint Committee for Economic Development and Tourism	BoS - Appointed Member	1/9/2017	12/31/2017
Joint Administrative Services Board	County Administrator		
Northwestern Regional Jail Authority	BoS - Appointed Member	1/9/2017	12/31/2017
Regional Airport Authority	BoS - Alternate	1/9/2017	12/31/2017
Barbara J. Byrd			
Board of Social Services	BoS - Appointed Member	1/9/2017	12/31/2017
Board of Supervisors Finance Committee	BoS - Alternate	1/9/2017	12/31/2017
Board of Supervisors Personnel Committee	BoS - Alternate	1/9/2017	12/31/2017
Clarke County Humane Foundation	BoS - Liaison	1/9/2017	12/31/2017
Clarke County Litter Committee	BoS - Liaison	1/9/2017	12/31/2017
Clarke County Planning Commission	BoS - Alternate	1/9/2017	12/31/2017
Community Policy and Management Team	BoS - Appointed Member	6/12/2017	12/31/2017
Conservation Easement Authority	BoS - Appointed Member	1/9/2017	12/31/2017
Northwest Regional Adult Drug Treatment Court Advisory Committee	BoS - Appointed Member	1/9/2017	12/31/2017
Northwestern Regional Jail Authority	BoS - Liaison - Alternate	1/9/2017	12/31/2017
Northwestern Regional Juvenile Detention Center Commission	BoS - Liaison	1/9/2017	12/31/2017
Towns and Villages: Berryville	BoS - Liaison	1/9/2017	12/31/2017
Terri T. Catlett			
Board of Supervisors Finance Committee	BoS - Appointed Member	1/9/2017	12/31/2017
Career and Technical Education Advisory Committee	BoS - Appointed Member	1/9/2017	12/31/2017
Clarke County School Board	BoS - Liaison	1/9/2017	12/31/2017
Parks & Recreation Advisory Board	BoS - Liaison	1/9/2017	12/31/2017
Strategic Planning Committee	BoS - Appointed Member	8/15/2017	12/31/2017

Wednesday, December 27, 2017

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	<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Towns and Villages: Boyce	BoS - Liaison - Alternate	1/9/2017	12/31/2017
Towns and Villages: Millwood	BoS - Liaison	1/9/2017	12/31/2017
Towns and Villages: Pine Grove	BoS - Liaison	1/9/2017	12/31/2017

Mary L.C. Daniel

Board of Septic & Well Appeals	BoS - Alternate	1/9/2017	12/31/2017
Broadband Implementation Committee	BoS - Member	2/21/2017	12/31/2017
Clarke County Library Advisory Council	BoS - Liaison	1/9/2017	12/31/2017
Clarke County Planning Commission	BoS - Appointed Member	1/9/2017	12/31/2017
Legislative Liaison and High Growth Coalition	BoS - Liaison	1/9/2017	12/31/2017
Northern Shenandoah Valley Regional Commission	BoS - Alternate	1/9/2017	12/31/2017
Towns and Villages: Berryville	BoS - Liaison - Alternate	1/9/2017	12/31/2017

Beverly B. McKay

Agricultural & Forestal District Advisory Committee	BoS - Appointed Member	1/9/2017	12/31/2017
BCCGC Joint Building Committee	BoS - Appointed Member	1/9/2017	12/31/2017
Board of Septic & Well Appeals	BoS - Appointed Member Vice Chair	1/9/2017	12/31/2017
Board of Supervisors	Vice Chair	1/9/2017	12/31/2017
Board of Supervisors Finance Committee	BoS - Alternate	1/9/2017	12/31/2017
Board of Supervisors Personnel Committee	BoS - Appointed Member	1/9/2017	12/31/2017
Broadband Implementation Committee	BoS - Member	2/21/2017	12/31/2017
Building and Grounds	BoS - Appointed Member	1/9/2017	12/31/2017
Clarke County Sanitary Authority	BoS - Liaison	1/9/2017	12/31/2017
Housing and Community Services Board	BoS - Appointed Member	1/9/2017	12/31/2017
Joint Administrative Services Board	BoS - Alternate	1/9/2017	12/31/2017
Northern Shenandoah Valley Regional Commission	BoS - Appointed Member	1/9/2017	12/31/2017
Regional Airport Authority	BoS - Alternate	1/9/2017	12/31/2017
Towns and Villages: Boyce	BoS - Liaison	1/9/2017	12/31/2017
Towns and Villages: White Post	BoS - Liaison	1/9/2017	12/31/2017

	<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
David S. Weiss			
Berryville/Clarke County Joint Committee for Economic Development and Tourism	BoS - Appointed Member	1/9/2017	12/31/2017
Board of Supervisors	Chair	1/9/2017	12/31/2017
Board of Supervisors Finance Committee	BoS - Appointed Member	1/9/2017	12/31/2017
Board of Supervisors Personnel Committee	BoS - Appointed Member	1/11/2016	12/31/2017
Building and Grounds	BoS - Alternate	1/9/2017	12/31/2017
Clarke County Industrial Development Authority	BoS - Liaison	1/9/2017	12/31/2017
Economic Development Advisory Committee	BoS - Appointed Member	1/9/2017	12/31/2017
Emergency Services	BoS - Chair	1/9/2017	12/31/2017
Fire & EMS Commission	BoS - Representative	1/9/2017	12/31/2017
Joint Administrative Services Board	BoS - Appointed Member	1/9/2017	12/31/2017
Towns and Villages: Pine Grove	BoS - Liaison	1/9/2017	12/31/2017

CY2017 Priorities and Positions- Clarke County Board of Supervisors

<i>Project</i>	<i>Responsibility</i>	<i>Status</i>	<i>Proposed Review Date</i>
ERP Implementation	Tom Judge / Affected Department Heads	<p>Implementation of the ERP continues to be the Board's first priority and is requires substantial time and commitment from all departments. At this point in time the deployment of accounts payable and some personnel modules appear to be requiring substantially more time from all participating departments in data entry and system management. Time savings on other activities are still anticipated.</p> <p>ERP implementation remains a multi-step/multi-year process. Each module requires effort from the same employees and officials, making it difficult to attempt simultaneous implementation of program modules.</p>	Monthly
Personnel Policy Update	Administrator, Chair, Constitutional Officers	<p>A second draft of a proposed rewrite of the personnel policy has been distributed. Although initial thought was to provide a single plan for all employees, further consideration has revealed that separate plans are likely required for Constitutional Officers, Social Services and Board Employees. Additional work with participating departments is contemplated before trying to implement benefits accounting in the ERP. Review in progress.</p> <p>Complete: Personnel Policy implemented July 1, 2017.</p>	Monthly
Convenience and Recycling Center	Administrator, Chair, Planning Director	The County Engineer is reviewing the current plans for the facility and will prepare the required site plan as soon as VDOT requirements have been checked and new storm water and Erosion and Sediment Control requirements have been incorporated into the design. Revised cost estimate is expected in time to include cost consideration in FY2017 budget and should that occur, the engineer is prepared to have bid ready plans and specification ready for early FY2017 procurement. Extension of lease should be investigated if construction is authorized.	Budget Dependent
Rural Broadband Improvements		A review of efforts and opportunities available to local governments in Virginia reveal that there is little current ability of the Board to effect a major improvement in this area. However, this area should be closely monitored as potential legislation	Legislative Review & Telecom Study Status Updates

CY2017 Priorities and Positions- Clarke County Board of Supervisors

<i>Project</i>	<i>Responsibility</i>	<i>Status</i>	<i>Proposed Review Date</i>
		and eligibility for funding are being discussed at state and federal levels. Ongoing: Broadband Implementation Committee formed February 2017.	
Fire and EMS Commission and Department Activities	Director of Fire and EMS, Administrator	Continue development of planning level activities at the Commission level regarding long range policies and goals. Maintain fee for service implementation and improve daily operations and response efficiencies as resources permit.	As Needed
Master Plan for Kohn Park	Parks and Recreation Director, Advisory Board	The Recreation Advisory Board and Parks and Recreation Department staff should be tasked with developing reasonable planning goals and seeking informed cost estimates for consideration by the Board during budget deliberations, in preparation for an RFP in FY2017. Planning for this park is part of the recreation master plan process and requires funding before Parks moves forward.	Budget Dependent
Economic Development			

Future considerations

Consideration of reorganization of responsibilities related to management and organization of Board Committees and functions:

Examples of possible need for or development of reorganized committees or work groups for:

- Public Service coordination with Town, County and Sheriff (consider consolidation of law enforcement for greater efficiency and cost savings)
- Community Visioning Effort for 2025
- Component Plans
- Continued efforts to monitor and refine specific goals and targets for economic development
- Coordinated planning for diverse housing opportunities
- Legislative Monitoring and Proposals for laws affecting Clarke
- Natural Resources/Water Issues
- Ongoing consideration of other coordinating efforts with Towns and County
- State Property at Double Tollgate [Camp 7]
- Transportation
- Update Energy Conservation and Management Plan
- Wellness Center / Multi-use Pool

Code of Virginia

Title 2.2. Administration of Government

Chapter 37. Virginia Freedom of Information Act.

§ 2.2-3700. Short title; policy.

A. This chapter may be cited as "The Virginia Freedom of Information Act."

B. By enacting this chapter, the General Assembly ensures the people of the Commonwealth ready access to public records in the custody of a public body or its officers and employees, and free entry to meetings of public bodies wherein the business of the people is being conducted. The affairs of government are not intended to be conducted in an atmosphere of secrecy since at all times the public is to be the beneficiary of any action taken at any level of government. Unless a public body or its officers or employees specifically elect to exercise an exemption provided by this chapter or any other statute, every meeting shall be open to the public and all public records shall be available for inspection and copying upon request. All public records and meetings shall be presumed open, unless an exemption is properly invoked.

The provisions of this chapter shall be liberally construed to promote an increased awareness by all persons of governmental activities and afford every opportunity to citizens to witness the operations of government. Any exemption from public access to records or meetings shall be narrowly construed and no record shall be withheld or meeting closed to the public unless specifically made exempt pursuant to this chapter or other specific provision of law. This chapter shall not be construed to discourage the free discussion by government officials or employees of public matters with the citizens of the Commonwealth.

All public bodies and their officers and employees shall make reasonable efforts to reach an agreement with a requester concerning the production of the records requested.

Any ordinance adopted by a local governing body that conflicts with the provisions of this chapter shall be void.

1968, c. 479, § 2.1-340; 1976, c. 467, § 2.1-340.1; 1989, c. 358; 1990, c. 538; 1999, cc. 703, 726; 2001, c. 844; 2002, c. 393.

§ 2.2-3701. Definitions.

As used in this chapter, unless the context requires a different meaning:

"Closed meeting" means a meeting from which the public is excluded.

"Electronic communication" means any audio or combined audio and visual communication method.

"Emergency" means an unforeseen circumstance rendering the notice required by this chapter impossible or impracticable and which circumstance requires immediate action.

"Information" as used in the exclusions established by §§ 2.2-3705.1 through 2.2-3705.7, means the content within a public record that references a specifically identified subject matter, and shall not be interpreted to require the production of information that is not embodied in a public record.

"Meeting or meetings" means the meetings including work sessions, when sitting physically, or through telephonic or video equipment pursuant to § 2.2-3708 or 2.2-3708.1, as a body or entity,

or as an informal assemblage of (i) as many as three members or (ii) a quorum, if less than three, of the constituent membership, wherever held, with or without minutes being taken, whether or not votes are cast, of any public body. Neither the gathering of employees of a public body nor the gathering or attendance of two or more members of a public body (i) at any place or function where no part of the purpose of such gathering or attendance is the discussion or transaction of any public business, and such gathering or attendance was not called or prearranged with any purpose of discussing or transacting any business of the public body, or (ii) at a public forum, candidate appearance, or debate, the purpose of which is to inform the electorate and not to transact public business or to hold discussions relating to the transaction of public business, even though the performance of the members individually or collectively in the conduct of public business may be a topic of discussion or debate at such public meeting, shall be deemed a "meeting" subject to the provisions of this chapter.

"Open meeting" or "public meeting" means a meeting at which the public may be present.

"Public body" means any legislative body, authority, board, bureau, commission, district or agency of the Commonwealth or of any political subdivision of the Commonwealth, including cities, towns and counties, municipal councils, governing bodies of counties, school boards and planning commissions; governing boards of public institutions of higher education; and other organizations, corporations or agencies in the Commonwealth supported wholly or principally by public funds. It shall include (i) the Virginia Birth-Related Neurological Injury Compensation Program and its board of directors established pursuant to Chapter 50 (§ 38.2-5000 et seq.) of Title 38.2 and (ii) any committee, subcommittee, or other entity however designated, of the public body created to perform delegated functions of the public body or to advise the public body. It shall not exclude any such committee, subcommittee or entity because it has private sector or citizen members. Corporations organized by the Virginia Retirement System are "public bodies" for purposes of this chapter.

For the purposes of the provisions of this chapter applicable to access to public records, constitutional officers and private police departments as defined in § 9.1-101 shall be considered public bodies and, except as otherwise expressly provided by law, shall have the same obligations to disclose public records as other custodians of public records.

"Public records" means all writings and recordings that consist of letters, words or numbers, or their equivalent, set down by handwriting, typewriting, printing, photostating, photography, magnetic impulse, optical or magneto-optical form, mechanical or electronic recording or other form of data compilation, however stored, and regardless of physical form or characteristics, prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business.

"Regional public body" means a unit of government organized as provided by law within defined boundaries, as determined by the General Assembly, which unit includes two or more localities.

"Scholastic records" means those records containing information directly related to a student or an applicant for admission and maintained by a public body that is an educational agency or institution or by a person acting for such agency or institution.

1968, c. 479, § 2.1-341; 1970, c. 456; 1974, c. 332; 1975, c. 307; 1977, c. 677; 1978, cc. 573, 826; 1979, cc. 369, 687; 1980, c. 754; 1984, c. 252; 1989, c. 358; 1990, c. 538; 1993, cc. 270, 720; 1994, cc. 845, 931; 1996, c. 609; 1997, c. 641; 1999, cc. 703, 726; 2001, c. 844; 2002, c. 393; 2003, c. 897;

2007, c. 945;2008, cc. 233, 789;2010, c. 706;2011, c. 242;2015, cc. 131, 195, 224;2016, cc. 620, 716;2017, cc. 616, 778.

§ 2.2-3702. Notice of chapter.

Any person elected, reelected, appointed or reappointed to any body not excepted from this chapter shall (i) be furnished by the public body's administrator or legal counsel with a copy of this chapter within two weeks following election, reelection, appointment or reappointment and (ii) read and become familiar with the provisions of this chapter.

1976, c. 467, § 2.1-341.1; 1999, cc. 703, 726;2001, c. 844;2002, c. 393.

§ 2.2-3703. Public bodies and records to which chapter inapplicable; voter registration and election records; access by persons incarcerated in a state, local, or federal correctional facility.

A. The provisions of this chapter shall not apply to:

1. The Virginia Parole Board, except that (i) information from the Virginia Parole Board providing the number of inmates considered by the Board for discretionary parole, the number of inmates granted or denied parole, and the number of parolees returned to the custody of the Department of Corrections solely as a result of a determination by the Board of a violation of parole shall be open to inspection and available for release, on a monthly basis, as provided by § 2.2-3704;(ii) all guidance documents, as defined in § 2.2-4101, shall be public records and subject to the provisions of this chapter; and (iii) all records concerning the finances of the Virginia Parole Board shall be public records and subject to the provisions of this chapter. The information required by clause (i) shall be furnished by offense, sex, race, age of the inmate, and the locality in which the conviction was obtained, upon the request of the party seeking the information. The information required by clause (ii) shall include all documents establishing the policy of the Board or any change in or clarification of such policy with respect to grant, denial, deferral, revocation, or supervision of parole or geriatric release or the process for consideration thereof, and shall be clearly and conspicuously posted on the Board's website. However, such information shall not include any portion of any document reflecting the application of any policy or policy change or clarification of such policy to an individual inmate;

2. Petit juries and grand juries;

3. Family assessment and planning teams established pursuant to § 2.2-5207;

4. The Virginia State Crime Commission; and

5. The records required by law to be maintained by the clerks of the courts of record, as defined in § 1-212, and courts not of record, as defined in § 16.1-69.5. However, other records maintained by the clerks of such courts shall be public records and subject to the provisions of this chapter.

B. Public access to voter registration and election records shall be governed by the provisions of Title 24.2 and this chapter. The provisions of Title 24.2 shall be controlling in the event of any conflict.

C. No provision of this chapter or Chapter 21 (§ 30-178 et seq.) of Title 30 shall be construed to afford any rights to any person (i) incarcerated in a state, local or federal correctional facility, whether or not such facility is (a) located in the Commonwealth or (b) operated pursuant to the Corrections Private Management Act (§ 59.1-201 et seq.) or (ii) civilly committed pursuant to the Sexually Violent Predators Act (§ 37.2-900 et seq.). However, this subsection shall not be

construed to prevent such persons from exercising their constitutionally protected rights, including, but not limited to, their right to call for evidence in their favor in a criminal prosecution.

1999, cc. 703, 726, § 2.1-341.2; 2001, c. 844;2003, cc. 989, 1018;2004, cc. 398, 690;2007, cc. 438, 548, 626;2017, c. 620.

§ 2.2-3703.1. Disclosure pursuant to court order or subpoena.

Nothing contained in this chapter shall have any bearing upon disclosures required to be made pursuant to any court order or subpoena. No discretionary exemption from mandatory disclosure shall be construed to make records covered by such discretionary exemption privileged under the rules of discovery, unless disclosure is otherwise prohibited by law.

2014, c. 319.

§ 2.2-3704. Public records to be open to inspection; procedure for requesting records and responding to request; charges; transfer of records for storage, etc.

A. Except as otherwise specifically provided by law, all public records shall be open to citizens of the Commonwealth, representatives of newspapers and magazines with circulation in the Commonwealth, and representatives of radio and television stations broadcasting in or into the Commonwealth during the regular office hours of the custodian of such records. Access to such records shall be provided by the custodian in accordance with this chapter by inspection or by providing copies of the requested records, at the option of the requester. The custodian may require the requester to provide his name and legal address. The custodian of such records shall take all necessary precautions for their preservation and safekeeping.

B. A request for public records shall identify the requested records with reasonable specificity. The request need not make reference to this chapter in order to invoke the provisions of this chapter or to impose the time limits for response by a public body. Any public body that is subject to this chapter and that is the custodian of the requested records shall promptly, but in all cases within five working days of receiving a request, provide the requested records to the requester or make one of the following responses in writing:

1. The requested records are being entirely withheld. Such response shall identify with reasonable particularity the volume and subject matter of withheld records, and cite, as to each category of withheld records, the specific Code section that authorizes the withholding of the records.
2. The requested records are being provided in part and are being withheld in part. Such response shall identify with reasonable particularity the subject matter of withheld portions, and cite, as to each category of withheld records, the specific Code section that authorizes the withholding of the records.
3. The requested records could not be found or do not exist. However, if the public body that received the request knows that another public body has the requested records, the response shall include contact information for the other public body.
4. It is not practically possible to provide the requested records or to determine whether they are available within the five-work-day period. Such response shall specify the conditions that make a response impossible. If the response is made within five working days, the public body shall have an additional seven work days in which to provide one of the four preceding responses.

C. Any public body may petition the appropriate court for additional time to respond to a request for records when the request is for an extraordinary volume of records or requires an extraordinarily lengthy search, and a response by the public body within the time required by this chapter will prevent the public body from meeting its operational responsibilities. Before proceeding with the petition, however, the public body shall make reasonable efforts to reach an agreement with the requester concerning the production of the records requested.

D. Subject to the provisions of subsection G, no public body shall be required to create a new record if the record does not already exist. However, a public body may abstract or summarize information under such terms and conditions as agreed between the requester and the public body.

E. Failure to respond to a request for records shall be deemed a denial of the request and shall constitute a violation of this chapter.

F. A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. The public body may also make a reasonable charge for the cost incurred in supplying records produced from a geographic information system at the request of anyone other than the owner of the land that is the subject of the request. However, such charges shall not exceed the actual cost to the public body in supplying such records, except that the public body may charge, on a pro rata per acre basis, for the cost of creating topographical maps developed by the public body, for such maps or portions thereof, which encompass a contiguous area greater than 50 acres. All charges for the supplying of requested records shall be estimated in advance at the request of the citizen.

G. Public records maintained by a public body in an electronic data processing system, computer database, or any other structured collection of data shall be made available to a requester at a reasonable cost, not to exceed the actual cost in accordance with subsection F. When electronic or other databases are combined or contain exempt and nonexempt records, the public body may provide access to the exempt records if not otherwise prohibited by law, but shall provide access to the nonexempt records as provided by this chapter.

Public bodies shall produce nonexempt records maintained in an electronic database in any tangible medium identified by the requester, including, where the public body has the capability, the option of posting the records on a website or delivering the records through an electronic mail address provided by the requester, if that medium is used by the public body in the regular course of business. No public body shall be required to produce records from an electronic database in a format not regularly used by the public body. However, the public body shall make reasonable efforts to provide records in any format under such terms and conditions as agreed between the requester and public body, including the payment of reasonable costs. The excision of exempt fields of information from a database or the conversion of data from one available format to another shall not be deemed the creation, preparation, or compilation of a new public record.

H. In any case where a public body determines in advance that charges for producing the

requested records are likely to exceed \$200, the public body may, before continuing to process the request, require the requester to agree to payment of a deposit not to exceed the amount of the advance determination. The deposit shall be credited toward the final cost of supplying the requested records. The period within which the public body shall respond under this section shall be tolled for the amount of time that elapses between notice of the advance determination and the response of the requester.

I. Before processing a request for records, a public body may require the requester to pay any amounts owed to the public body for previous requests for records that remain unpaid 30 days or more after billing.

J. In the event a public body has transferred possession of public records to any entity, including but not limited to any other public body, for storage, maintenance, or archiving, the public body initiating the transfer of such records shall remain the custodian of such records for purposes of responding to requests for public records made pursuant to this chapter and shall be responsible for retrieving and supplying such public records to the requester. In the event a public body has transferred public records for storage, maintenance, or archiving and such transferring public body is no longer in existence, any public body that is a successor to the transferring public body shall be deemed the custodian of such records. In the event no successor entity exists, the entity in possession of the public records shall be deemed the custodian of the records for purposes of compliance with this chapter, and shall retrieve and supply such records to the requester. Nothing in this subsection shall be construed to apply to records transferred to the Library of Virginia for permanent archiving pursuant to the duties imposed by the Virginia Public Records Act (§ 42.1-76 et seq.). In accordance with § 42.1-79, the Library of Virginia shall be the custodian of such permanently archived records and shall be responsible for responding to requests for such records made pursuant to this chapter.

1968, c. 479, § 2.1-342; 1973, c. 461; 1974, c. 332; 1975, cc. 307, 312; 1976, cc. 640, 709; 1977, c. 677; 1978, c. 810; 1979, cc. 682, 684, 686, 689; 1980, cc. 678, 754; 1981, cc. 456, 464, 466, 589; 1982, cc. 225, 449, 452, 560, 635; 1983, cc. 372, 462, 607; 1984, cc. 85, 395, 433, 513, 532; 1985, cc. 81, 155, 502, 618; 1986, cc. 273, 291, 383, 469, 592; 1987, cc. 401, 491, 581; 1988, cc. 39, 151, 395, 411, 891, 902; 1989, cc. 56, 358, 478; 1990, cc. 217, 538, 721, 819, 968; 1991, cc. 213, 561; 1992, cc. 40, 150, 167, 200, 203, 207, 593, 612; 1993, cc. 205, 270, 296, 537, 552, 638, 750, 883; 1994, cc. 485, 532, 606, 839, 853, 918; 1995, cc. 299, 362, 499, 562, 638, 722, 812, 837; 1996, cc. 168, 469, 589, 599, 783, 786, 794, 855, 862, 902, 905, 1001, 1046; 1997, cc. 198, 295, 439, 567, 636, 641, 777, 782, 785, 838, 861; 1998, cc. 427, 891; 1999, cc. 438, 703, 726; 2001, c. 844; 2002, cc. 715, 830; 2003, cc. 275, 981, 1021; 2007, c. 439; 2009, c. 626; 2010, c. 627; 2011, c. 604; 2016, cc. 620, 716; 2017, c. 778.

§ 2.2-3704.01. Records containing both excluded and nonexcluded information; duty to redact.

No provision of this chapter is intended, nor shall it be construed or applied, to authorize a public body to withhold a public record in its entirety on the grounds that some portion of the public record is excluded from disclosure by this chapter or by any other provision of law. A public record may be withheld from disclosure in its entirety only to the extent that an exclusion from disclosure under this chapter or other provision of law applies to the entire content of the public record. Otherwise, only those portions of the public record containing information subject to an exclusion under this chapter or other provision of law may be withheld, and all portions of the public record that are not so excluded shall be disclosed.

2016, cc. [620](#), [716](#).

§ 2.2-3704.1. Posting of notice of rights and responsibilities by state and local public bodies; assistance by the Freedom of Information Advisory Council.

A. All state public bodies subject to the provisions of this chapter, any county or city, any town with a population of more than 250, and any school board shall make available the following information to the public upon request and shall post a link to such information on the homepage of their respective official public government websites:

1. A plain English explanation of the rights of a requester under this chapter, the procedures to obtain public records from the public body, and the responsibilities of the public body in complying with this chapter. For purposes of this section, "plain English" means written in nontechnical, readily understandable language using words of common everyday usage and avoiding legal terms and phrases or other terms and words of art whose usage or special meaning primarily is limited to a particular field or profession;
2. Contact information for the FOIA officer designated by the public body pursuant to [§ 2.2-3704.2](#) to (i) assist a requester in making a request for records or (ii) respond to requests for public records;
3. A general description, summary, list, or index of the types of public records maintained by such public body;
4. A general description, summary, list, or index of any exemptions in law that permit or require such public records to be withheld from release;
5. Any policy the public body has concerning the type of public records it routinely withholds from release as permitted by this chapter or other law; and
6. The following statement: "A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. All charges for the supplying of requested records shall be estimated in advance at the request of the citizen as set forth in subsection F of [§ 2.2-3704](#) of the Code of Virginia."

B. Any state public body subject to the provisions of this chapter and any county or city, and any town with a population of more than 250, shall post a link on its official public government website to the online public comment form on the Freedom of Information Advisory Council's website to enable any requester to comment on the quality of assistance provided to the requester by the public body.

C. The Freedom of Information Advisory Council, created pursuant to [§ 30-178](#), shall assist in the development and implementation of the provisions of subsection A, upon request.

2004, c. [730](#);2009, c. [626](#);2014, c. [421](#);2016, c. [748](#);2017, cc. [645](#), [778](#).

§ 2.2-3704.2. Public bodies to designate FOIA officer.

A. All state public bodies, including state authorities, that are subject to the provisions of this chapter and all local public bodies that are subject to the provisions of this chapter, shall

designate and publicly identify one or more Freedom of Information Act officers (FOIA officer) whose responsibility is to serve as a point of contact for members of the public in requesting public records and to coordinate the public body's compliance with the provisions of this chapter.

B. For such state public bodies, the name and contact information of the public body's FOIA officer to whom members of the public may direct requests for public records and who will oversee the public body's compliance with the provisions of this chapter shall be made available to the public upon request and be posted on the respective public body's official public government website at the time of designation and maintained thereafter on such website for the duration of the designation.

C. For such local public bodies, the name and contact information of the public body's FOIA officer to whom members of the public may direct requests for public records and who will oversee the public body's compliance with the provisions of this chapter shall be made available in a way reasonably calculated to provide notice to the public, including posting at the public body's place of business, posting on its official public government website, or including such information in its publications.

D. For the purposes of this section, local public bodies shall include constitutional officers.

E. Any such FOIA officer shall possess specific knowledge of the provisions of this chapter and be trained at least annually by legal counsel for the public body or the Virginia Freedom of Information Advisory Council (the Council) or through an online course offered by the Council. Any such training shall document that the training required by this subsection has been fulfilled.

F. The name and contact information of a FOIA officer trained by legal counsel of a public body shall be (i) submitted to the Council by July 1 of each year on a form developed by the Council for that purpose and (ii) updated in a timely manner in the event of any changes to such information.

G. The Council shall maintain on its website a listing of all FOIA officers, including name, contact information, and the name of the public body such FOIA officers serve.

2016, c. 748; 2017, cc. 290, 778.

§ 2.2-3705. Repealed.

Repealed by Acts 2004, c. 690.

§ 2.2-3705.1. Exclusions to application of chapter; exclusions of general application to public bodies.

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § 2.2-3704.01.

1. Personnel information concerning identifiable individuals, except that access shall not be denied to the person who is the subject thereof. Any person who is the subject of such information and who is 18 years of age or older may waive, in writing, the protections afforded by this subdivision. If the protections are so waived, such information shall be disclosed. Nothing in this subdivision shall be construed to authorize the withholding of any resumes or applications submitted by persons who are appointed by the Governor pursuant to § 2.2-106 or 2.2-107.

No provision of this chapter or any provision of Chapter 38 (§ 2.2-3800 et seq.) shall be construed as denying public access to (i) contracts between a public body and its officers or employees, other than contracts settling public employee employment disputes held confidential as personnel records under § 2.2-3705.1; (ii) records of the name, position, job classification, official salary, or rate of pay of, and records of the allowances or reimbursements for expenses paid to, any officer, official, or employee of a public body; or (iii) the compensation or benefits paid by any corporation organized by the Virginia Retirement System or its officers or employees. The provisions of this subdivision, however, shall not require public access to records of the official salaries or rates of pay of public employees whose annual rate of pay is \$10,000 or less.

2. Written advice of legal counsel to state, regional or local public bodies or the officers or employees of such public bodies, and any other information protected by the attorney-client privilege.

3. Legal memoranda and other work product compiled specifically for use in litigation or for use in an active administrative investigation concerning a matter that is properly the subject of a closed meeting under § 2.2-3711.

4. Any test or examination used, administered or prepared by any public body for purposes of evaluation of (i) any student or any student's performance, (ii) any employee or employment seeker's qualifications or aptitude for employment, retention, or promotion, or (iii) qualifications for any license or certificate issued by a public body.

As used in this subdivision, "test or examination" shall include (a) any scoring key for any such test or examination and (b) any other document that would jeopardize the security of the test or examination. Nothing contained in this subdivision shall prohibit the release of test scores or results as provided by law, or limit access to individual records as provided by law. However, the subject of such employment tests shall be entitled to review and inspect all records relative to his performance on such employment tests.

When, in the reasonable opinion of such public body, any such test or examination no longer has any potential for future use, and the security of future tests or examinations will not be jeopardized, the test or examination shall be made available to the public. However, minimum competency tests administered to public school children shall be made available to the public contemporaneously with statewide release of the scores of those taking such tests, but in no event shall such tests be made available to the public later than six months after the administration of such tests.

5. Records recorded in or compiled exclusively for use in closed meetings lawfully held pursuant to § 2.2-3711. However, no record that is otherwise open to inspection under this chapter shall be deemed exempt by virtue of the fact that it has been reviewed or discussed in a closed meeting.

6. Vendor proprietary information software that may be in the public records of a public body. For the purpose of this subdivision, "vendor proprietary information software" means computer programs acquired from a vendor for purposes of processing data for agencies or political subdivisions of the Commonwealth.

7. Computer software developed by or for a state agency, public institution of higher education in the Commonwealth, or political subdivision of the Commonwealth.

8. Appraisals and cost estimates of real property subject to a proposed purchase, sale, or lease,

prior to the completion of such purchase, sale, or lease.

9. Information concerning reserves established in specific claims administered by the Department of the Treasury through its Division of Risk Management as provided in Article 5 (§ 2.2-1832 et seq.) of Chapter 18, or by any county, city, or town; and investigative notes, correspondence and information furnished in confidence with respect to an investigation of a claim or a potential claim against a public body's insurance policy or self-insurance plan. However, nothing in this subdivision shall prevent the disclosure of information taken from inactive reports upon expiration of the period of limitations for the filing of a civil suit.

10. Personal contact information furnished to a public body for the purpose of receiving electronic mail from the public body, provided that the electronic mail recipient has requested that the public body not disclose such information. However, access shall not be denied to the person who is the subject of the record. As used in this subdivision, "personal contact information" means the information provided to the public body for the purpose of receiving electronic mail from the public body and includes home or business (i) address, (ii) email address, or (iii) telephone number or comparable number assigned to any other electronic communication device.

11. Communications and materials required to be kept confidential pursuant to § 2.2-4119 of the Virginia Administrative Dispute Resolution Act (§ 2.2-4115 et seq.).

12. Information relating to the negotiation and award of a specific contract where competition or bargaining is involved and where the release of such information would adversely affect the bargaining position or negotiating strategy of the public body. Such information shall not be withheld after the public body has made a decision to award or not to award the contract. In the case of procurement transactions conducted pursuant to the Virginia Public Procurement Act (§ 2.2-4300 et seq.), the provisions of this subdivision shall not apply, and any release of information relating to such transactions shall be governed by the Virginia Public Procurement Act.

13. Account numbers or routing information for any credit card, debit card, or other account with a financial institution of any person or public body. However, access shall not be denied to the person who is the subject of the information. For the purposes of this subdivision, "financial institution" means any organization authorized to do business under state or federal laws relating to financial institutions, including, without limitation, banks and trust companies, savings banks, savings and loan companies or associations, and credit unions.

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881, § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064; 2001, cc. 288, 518, 844, § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830; 2003, cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968; 2004, c. 690; 2010, c. 553; 2016, cc. 620, 716, 729; 2017, cc. 140, 778.

§ 2.2-3705.2. Exclusions to application of chapter; records relating to public safety.

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § 2.2-3704.01.

1. Confidential information, including victim identity, provided to or obtained by staff in a rape

crisis center or a program for battered spouses.

2. Information that describes the design, function, operation, or access control features of any security system, whether manual or automated, which is used to control access to or use of any automated data processing or telecommunications system.

3. Information that would disclose the security aspects of a system safety program plan adopted pursuant to 49 C.F.R. Part 659 by the Commonwealth's designated Rail Fixed Guideway Systems Safety Oversight agency; and information in the possession of such agency, the release of which would jeopardize the success of an ongoing investigation of a rail accident or other incident threatening railway safety.

4. Information concerning security plans and specific assessment components of school safety audits, as provided in § 22.1-279.8.

Nothing in this subdivision shall be construed to prevent the disclosure of information relating to the effectiveness of security plans after (i) any school building or property has been subjected to fire, explosion, natural disaster, or other catastrophic event or (ii) any person on school property has suffered or been threatened with any personal injury.

5. Information concerning the mental health assessment of an individual subject to commitment as a sexually violent predator under Chapter 9 (§ 37.2-900 et seq.) of Title 37.2 held by the Commitment Review Committee; except that in no case shall information identifying the victims of a sexually violent predator be disclosed.

6. Subscriber data provided directly or indirectly by a communications services provider to a public body that operates a 911 or E-911 emergency dispatch system or an emergency notification or reverse 911 system if the data is in a form not made available by the communications services provider to the public generally. Nothing in this subdivision shall prevent the disclosure of subscriber data generated in connection with specific calls to a 911 emergency system, where the requester is seeking to obtain public records about the use of the system in response to a specific crime, emergency or other event as to which a citizen has initiated a 911 call.

For the purposes of this subdivision:

"Communications services provider" means the same as that term is defined in § 58.1-647.

"Subscriber data" means the name, address, telephone number, and any other information identifying a subscriber of a communications services provider.

7. Subscriber data collected by a local governing body in accordance with the Enhanced Public Safety Telephone Services Act (§ 56-484.12 et seq.) and other identifying information of a personal, medical, or financial nature provided to a local governing body in connection with a 911 or E-911 emergency dispatch system or an emergency notification or reverse 911 system if such records are not otherwise publicly available.

Nothing in this subdivision shall prevent the disclosure of subscriber data generated in connection with specific calls to a 911 emergency system, where the requester is seeking to obtain public records about the use of the system in response to a specific crime, emergency or other event as to which a citizen has initiated a 911 call.

For the purposes of this subdivision:

"Communications services provider" means the same as that term is defined in § 58.1-647.

"Subscriber data" means the name, address, telephone number, and any other information identifying a subscriber of a communications services provider.

8. Information held by the Virginia Military Advisory Council or any commission created by executive order for the purpose of studying and making recommendations regarding preventing closure or realignment of federal military and national security installations and facilities located in Virginia and relocation of such facilities to Virginia, or a local or regional military affairs organization appointed by a local governing body, that would (i) reveal strategies under consideration or development by the Council or such commission or organizations to prevent the closure or realignment of federal military installations located in Virginia or the relocation of national security facilities located in Virginia, to limit the adverse economic effect of such realignment, closure, or relocation, or to seek additional tenant activity growth from the Department of Defense or federal government or (ii) disclose trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), provided to the Council or such commission or organizations in connection with their work.

In order to invoke the trade secret protection provided by clause (ii), the submitting entity shall, in writing and at the time of submission (a) invoke this exclusion, (b) identify with specificity the information for which such protection is sought, and (c) state the reason why such protection is necessary. Nothing in this subdivision shall be construed to prevent the disclosure of all or part of any record, other than a trade secret that has been specifically identified as required by this subdivision, after the Department of Defense or federal agency has issued a final, unappealable decision, or in the event of litigation, a court of competent jurisdiction has entered a final, unappealable order concerning the closure, realignment, or expansion of the military installation or tenant activities, or the relocation of the national security facility, for which records are sought.

9. Information, as determined by the State Comptroller, that describes the design, function, operation, or implementation of internal controls over the Commonwealth's financial processes and systems, and the assessment of risks and vulnerabilities of those controls, including the annual assessment of internal controls mandated by the State Comptroller, if disclosure of such information would jeopardize the security of the Commonwealth's financial assets. However, records relating to the investigation of and findings concerning the soundness of any fiscal process shall be disclosed in a form that does not compromise internal controls. Nothing in this subdivision shall be construed to prohibit the Auditor of Public Accounts or the Joint Legislative Audit and Review Commission from reporting internal control deficiencies discovered during the course of an audit.

10. Information relating to the Statewide Agencies Radio System (STARS) or any other similar local or regional public safety communications system that (i) describes the design, function, programming, operation, or access control features of the overall system, components, structures, individual networks, and subsystems of the STARS or any other similar local or regional communications system or (ii) relates to radio frequencies assigned to or utilized by STARS or any other similar local or regional communications system, code plugs, circuit routing, addressing schemes, talk groups, fleet maps, encryption, or programming maintained by or utilized by STARS or any other similar local or regional public safety communications system.

11. Information concerning a salaried or volunteer Fire/EMS company or Fire/EMS department if disclosure of such information would reveal the telephone numbers for cellular telephones, pagers, or comparable portable communication devices provided to its personnel for use in the performance of their official duties.

12. Information concerning the disaster recovery plans or the evacuation plans in the event of fire, explosion, natural disaster, or other catastrophic event for hospitals and nursing homes regulated by the Board of Health pursuant to Chapter 5 (§ 32.1-123 et seq.) of Title 32.1 provided to the Department of Health. Nothing in this subdivision shall be construed to prevent the disclosure of information relating to the effectiveness of executed evacuation plans after the occurrence of fire, explosion, natural disaster, or other catastrophic event.

13. Records received by the Department of Criminal Justice Services pursuant to §§ 9.1-184, 22.1-79.4, and 22.1-279.8 or for purposes of evaluating threat assessment teams established by a public institution of higher education pursuant to § 23.1-805 or by a private nonprofit institution of higher education, to the extent such records reveal security plans, walk-through checklists, or vulnerability and threat assessment components.

14. Information contained in (i) engineering, architectural, or construction drawings; (ii) operational, procedural, tactical planning, or training manuals; (iii) staff meeting minutes; or (iv) other records that reveal any of the following, the disclosure of which would jeopardize the safety or security of any person; governmental facility, building, or structure or persons using such facility, building, or structure; or public or private commercial office, multifamily residential, or retail building or its occupants:

a. Critical infrastructure information or the location or operation of security equipment and systems of any public building, structure, or information storage facility, including ventilation systems, fire protection equipment, mandatory building emergency equipment or systems, elevators, electrical systems, telecommunications equipment and systems, or utility equipment and systems;

b. Vulnerability assessments, information not lawfully available to the public regarding specific cybersecurity threats or vulnerabilities, or security plans and measures of an entity, facility, building structure, information technology system, or software program;

c. Surveillance techniques, personnel deployments, alarm or security systems or technologies, or operational or transportation plans or protocols; or

d. Interconnectivity, network monitoring, network operation centers, master sites, or systems related to the Statewide Agencies Radio System (STARS) or any other similar local or regional public safety communications system.

The same categories of records of any person or entity submitted to a public body for the purpose of antiterrorism response planning or cybersecurity planning or protection may be withheld from disclosure if such person or entity in writing (a) invokes the protections of this subdivision, (b) identifies with specificity the records or portions thereof for which protection is sought, and (c) states with reasonable particularity why the protection of such records from public disclosure is necessary to meet the objective of antiterrorism, cybersecurity planning or protection, or critical infrastructure information security and resilience. Such statements shall be a public record and shall be disclosed upon request.

Any public body receiving a request for records excluded under clauses (a) and (b) of this subdivision 14 shall notify the Secretary of Public Safety and Homeland Security or his designee of such request and the response made by the public body in accordance with § 2.2-3704.

Nothing in this subdivision 14 shall prevent the disclosure of records relating to (1) the structural or environmental soundness of any such facility, building, or structure or (2) an inquiry into the performance of such facility, building, or structure after it has been subjected to fire, explosion, natural disaster, or other catastrophic event.

As used in this subdivision, "critical infrastructure information" means the same as that term is defined in 6 U.S.C. § 131.

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881, § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064; 2001, cc. 288, 518, 844, § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830; 2003, cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968; 2004, cc. 398, 482, 690, 770; 2005, c. 410; 2008, c. 721; 2009, c. 418; 2010, c. 672; 2011, cc. 111, 536; 2012, cc. 617, 803, 835; 2013, c. 600; 2015, c. 183; 2016, cc. 554, 620, 716, 717; 2017, c. 778.

§ 2.2-3705.3. Exclusions to application of chapter; records relating to administrative investigations.

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § 2.2-3704.01.

1. (Effective until January 15, 2018) Information relating to investigations of applicants for licenses and permits, and of all licensees and permittees, made by or submitted to the Alcoholic Beverage Control Board, the Virginia Lottery, the Virginia Racing Commission, the Department of Agriculture and Consumer Services relating to investigations and applications pursuant to Article 1.1:1 (§ 18.2-340.15 et seq.) of Chapter 8 of Title 18.2, or the Private Security Services Unit of the Department of Criminal Justice Services.

1. (Effective January 15, 2018) Information relating to investigations of applicants for licenses and permits, and of all licensees and permittees, made by or submitted to the Virginia Alcoholic Beverage Control Authority, the Virginia Lottery, the Virginia Racing Commission, the Department of Agriculture and Consumer Services relating to investigations and applications pursuant to Article 1.1:1 (§ 18.2-340.15 et seq.) of Chapter 8 of Title 18.2, or the Private Security Services Unit of the Department of Criminal Justice Services.

2. Records of active investigations being conducted by the Department of Health Professions or by any health regulatory board in the Commonwealth pursuant to § 54.1-108.

3. Investigator notes, and other correspondence and information, furnished in confidence with respect to an active investigation of individual employment discrimination complaints made to the Department of Human Resource Management, to such personnel of any local public body, including local school boards, as are responsible for conducting such investigations in confidence, or to any public institution of higher education. However, nothing in this subdivision shall prevent the disclosure of information taken from inactive reports in a form that does not reveal the identity of charging parties, persons supplying the information, or other individuals

involved in the investigation.

4. Records of active investigations being conducted by the Department of Medical Assistance Services pursuant to Chapter 10 (§ 32.1-323 et seq.) of Title 32.1.

5. Investigative notes and other correspondence and information furnished in confidence with respect to an investigation or conciliation process involving an alleged unlawful discriminatory practice under the Virginia Human Rights Act (§ 2.2-3900 et seq.) or under any local ordinance adopted in accordance with the authority specified in § 2.2-524, or adopted pursuant to § 15.2-965, or adopted prior to July 1, 1987, in accordance with applicable law, relating to local human rights or human relations commissions. However, nothing in this subdivision shall prevent the distribution of information taken from inactive reports in a form that does not reveal the identity of the parties involved or other persons supplying information.

6. Information relating to studies and investigations by the Virginia Lottery of (i) lottery agents, (ii) lottery vendors, (iii) lottery crimes under §§ 58.1-4014 through 58.1-4018, (iv) defects in the law or regulations that cause abuses in the administration and operation of the lottery and any evasions of such provisions, or (v) the use of the lottery as a subterfuge for organized crime and illegal gambling where such information has not been publicly released, published or copyrighted. All studies and investigations referred to under clauses (iii), (iv), and (v) shall be open to inspection and copying upon completion of the study or investigation.

7. Investigative notes, correspondence and information furnished in confidence, and records otherwise exempted by this chapter or any Virginia statute, provided to or produced by or for (i) the Auditor of Public Accounts; (ii) the Joint Legislative Audit and Review Commission; (iii) an appropriate authority as defined in § 2.2-3010 with respect to an allegation of wrongdoing or abuse under the Fraud and Abuse Whistle Blower Protection Act (§ 2.2-3009 et seq.); (iv) the Office of the State Inspector General with respect to an investigation initiated through the Fraud, Waste and Abuse Hotline or an investigation initiated pursuant to Chapter 3.2 (§ 2.2-307 et seq.); (v) internal auditors appointed by the head of a state agency or by any public institution of higher education; (vi) the committee or the auditor with respect to an investigation or audit conducted pursuant to § 15.2-825; or (vii) the auditors, appointed by the local governing body of any county, city, or town or a school board, who by charter, ordinance, or statute have responsibility for conducting an investigation of any officer, department, or program of such body. Information contained in completed investigations shall be disclosed in a form that does not reveal the identity of the complainants or persons supplying information to investigators. Unless disclosure is excluded by this subdivision, the information disclosed shall include the agency involved, the identity of the person who is the subject of the complaint, the nature of the complaint, and the actions taken to resolve the complaint. If an investigation does not lead to corrective action, the identity of the person who is the subject of the complaint may be released only with the consent of the subject person. Local governing bodies shall adopt guidelines to govern the disclosure required by this subdivision.

8. The names, addresses, and telephone numbers of complainants furnished in confidence with respect to an investigation of individual zoning enforcement complaints or complaints relating to the Uniform Statewide Building Code (§ 36-97 et seq.) or the Statewide Fire Prevention Code (§ 27-94 et seq.) made to a local governing body.

9. Records of active investigations being conducted by the Department of Criminal Justice Services pursuant to Article 4 (§ 9.1-138 et seq.), Article 4.1 (§ 9.1-150.1 et seq.), Article 11 (§

9.1-185 et seq.), and Article 12 (§ 9.1-186 et seq.) of Chapter 1 of Title 9.1.

10. Information furnished to or prepared by the Board of Education pursuant to subsection D of § 22.1-253.13:3 in connection with the review or investigation of any alleged breach in security, unauthorized alteration, or improper administration of tests by local school board employees responsible for the distribution or administration of the tests. However, this section shall not prohibit the disclosure of such information to (i) a local school board or division superintendent for the purpose of permitting such board or superintendent to consider or to take personnel action with regard to an employee or (ii) any requester, after the conclusion of a review or investigation, in a form that (a) does not reveal the identity of any person making a complaint or supplying information to the Board on a confidential basis and (b) does not compromise the security of any test mandated by the Board.

11. Information contained in (i) an application for licensure or renewal of a license for teachers and other school personnel, including transcripts or other documents submitted in support of an application, and (ii) an active investigation conducted by or for the Board of Education related to the denial, suspension, cancellation, revocation, or reinstatement of teacher and other school personnel licenses including investigator notes and other correspondence and information, furnished in confidence with respect to such investigation. However, this subdivision shall not prohibit the disclosure of such (a) application information to the applicant at his own expense or (b) investigation information to a local school board or division superintendent for the purpose of permitting such board or superintendent to consider or to take personnel action with regard to an employee. Information contained in completed investigations shall be disclosed in a form that does not reveal the identity of any complainant or person supplying information to investigators. The completed investigation information disclosed shall include information regarding the school or facility involved, the identity of the person who was the subject of the complaint, the nature of the complaint, and the actions taken to resolve the complaint. If an investigation fails to support a complaint or does not lead to corrective action, the identity of the person who was the subject of the complaint may be released only with the consent of the subject person. No personally identifiable information regarding a current or former student shall be released except as permitted by state or federal law.

12. Information provided in confidence and related to an investigation by the Attorney General under Article 1 (§ 3.2-4200 et seq.) or Article 3 (§ 3.2-4204 et seq.) of Chapter 42 of Title 3.2, Article 10 (§ 18.2-246.6 et seq.) of Chapter 6 or Chapter 13 (§ 18.2-512 et seq.) of Title 18.2, or Article 1 (§ 58.1-1000) of Chapter 10 of Title 58.1. However, information related to an investigation that has been inactive for more than six months shall, upon request, be disclosed provided such disclosure is not otherwise prohibited by law and does not reveal the identity of charging parties, complainants, persons supplying information, witnesses, or other individuals involved in the investigation.

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881, § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064; 2001, cc. 288, 518, 844, § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830; 2003, cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968; 2004, cc. 605, 690, 766; 2005, c. 601; 2006, cc. 25, 95; 2008, cc. 387, 668, 689, 758; 2009, cc. 237, 326, 340; 2011, cc. 798, 871; 2012, cc. 476, 507, 803, 835; 2013, cc. 571, 572, 690, 717, 723; 2014, cc. 225, 414, 609, 788; 2015, cc. 38, 730; 2016, cc. 372, 620, 716; 2017, c. 758.

§ 2.2-3705.4. Exclusions to application of chapter; educational records and certain records of educational institutions.

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § 2.2-3704.01.

1. Scholastic records containing information concerning identifiable individuals, except that such access shall not be denied to the person who is the subject thereof, or the parent or legal guardian of the student. However, no student shall have access to (i) financial records of a parent or guardian or (ii) records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto, that are in the sole possession of the maker thereof and that are not accessible or revealed to any other person except a substitute.

The parent or legal guardian of a student may prohibit, by written request, the release of any individual information regarding that student until the student reaches the age of 18 years. For scholastic records of students under the age of 18 years, the right of access may be asserted only by his legal guardian or parent, including a noncustodial parent, unless such parent's parental rights have been terminated or a court of competent jurisdiction has restricted or denied such access. For scholastic records of students who are emancipated or attending a public institution of higher education in the Commonwealth, the right of access may be asserted by the student.

Any person who is the subject of any scholastic record and who is 18 years of age or older may waive, in writing, the protections afforded by this subdivision. If the protections are so waived, such records shall be disclosed.

2. Confidential letters and statements of recommendation placed in the records of educational agencies or institutions respecting (i) admission to any educational agency or institution, (ii) an application for employment or promotion, or (iii) receipt of an honor or honorary recognition.

3. Information held by the Brown v. Board of Education Scholarship Committee that would reveal personally identifiable information, including scholarship applications, personal financial information, and confidential correspondence and letters of recommendation.

4. Information of a proprietary nature produced or collected by or for faculty or staff of public institutions of higher education, other than the institutions' financial or administrative records, in the conduct of or as a result of study or research on medical, scientific, technical or scholarly issues, whether sponsored by the institution alone or in conjunction with a governmental body or a private concern, where such information has not been publicly released, published, copyrighted or patented.

5. Information held by the University of Virginia or the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, that contain proprietary, business-related information pertaining to the operations of the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, including business development or marketing strategies and activities with existing or future joint venturers, partners, or other parties with whom the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, has formed, or forms, any arrangement for the delivery of health care, if disclosure of such information would be harmful to the competitive position of the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be.

6. Personal information, as defined in § 2.2-3801, provided to the Board of the Virginia College Savings Plan or its employees by or on behalf of individuals who have requested information about, applied for, or entered into prepaid tuition contracts or savings trust account agreements pursuant to Chapter 7 (§ 23.1-700 et seq.) of Title 23.1, including personal information related to (i) qualified beneficiaries as that term is defined in § 23.1-700, (ii) designated survivors, or (iii) authorized individuals. Nothing in this subdivision shall be construed to prevent disclosure or publication of information in a statistical or other form that does not identify individuals or provide personal information. Individuals shall be provided access to their own personal information.

For purposes of this subdivision:

"Authorized individual" means an individual who may be named by the account owner to receive information regarding the account but who does not have any control or authority over the account.

"Designated survivor" means the person who will assume account ownership in the event of the account owner's death.

7. Information maintained in connection with fundraising activities by or for a public institution of higher education that would reveal (i) personal fundraising strategies relating to identifiable donors or prospective donors or (ii) wealth assessments; estate, financial, or tax planning information; health-related information; employment, familial, or marital status information; electronic mail addresses, facsimile or telephone numbers; birth dates or social security numbers of identifiable donors or prospective donors. Nothing in this subdivision, however, shall be construed to prevent the disclosure of information relating to the amount, date, purpose, and terms of the pledge or donation, or the identity of the donor unless the donor has requested anonymity in connection with or as a condition of making a pledge or donation. The exclusion provided by this subdivision shall not apply to protect from disclosure (i) the identities of sponsors providing grants to or contracting with the institution for the performance of research services or other work or (ii) the terms and conditions of such grants or contracts.

8. Information held by a threat assessment team established by a local school board pursuant to § 22.1-79.4 or by a public institution of higher education pursuant to § 23.1-805 relating to the assessment or intervention with a specific individual. However, in the event an individual who has been under assessment commits an act, or is prosecuted for the commission of an act that has caused the death of, or caused serious bodily injury, including any felony sexual assault, to another person, such information of the threat assessment team concerning the individual under assessment shall be made available as provided by this chapter, with the exception of any criminal history records obtained pursuant to § 19.2-389 or 19.2-389.1, health records obtained pursuant to § 32.1-127.1:03, or scholastic records as defined in § 22.1-289. The public body providing such information shall remove personally identifying information of any person who provided information to the threat assessment team under a promise of confidentiality.

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881, § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064; 2001, cc. 288, 518, 844, § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830; 2003, cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968; 2004, c. 690; 2006, c. 518; 2008, cc. 561, 665; 2010, cc. 456, 524; 2014, c. 313; 2016, cc. 554, 620, 716; 2017, c. 778.

§ 2.2-3705.5. Exclusions to application of chapter; health and social services records.

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § 2.2-3704.01.

1. Health records, except that such records may be personally reviewed by the individual who is the subject of such records, as provided in subsection F of § 32.1-127.1:03.

Where the person who is the subject of health records is confined in a state or local correctional facility, the administrator or chief medical officer of such facility may assert such confined person's right of access to the health records if the administrator or chief medical officer has reasonable cause to believe that such confined person has an infectious disease or other medical condition from which other persons so confined need to be protected. Health records shall only be reviewed and shall not be copied by such administrator or chief medical officer. The information in the health records of a person so confined shall continue to be confidential and shall not be disclosed by the administrator or chief medical officer of the facility to any person except the subject or except as provided by law.

Where the person who is the subject of health records is under the age of 18, his right of access may be asserted only by his guardian or his parent, including a noncustodial parent, unless such parent's parental rights have been terminated, a court of competent jurisdiction has restricted or denied such access, or a parent has been denied access to the health record in accordance with § 20-124.6. In instances where the person who is the subject thereof is an emancipated minor, a student in a public institution of higher education, or is a minor who has consented to his own treatment as authorized by § 16.1-338 or 54.1-2969, the right of access may be asserted by the subject person.

For the purposes of this chapter, statistical summaries of incidents and statistical data concerning abuse of individuals receiving services compiled by the Commissioner of Behavioral Health and Developmental Services shall be disclosed. No such summaries or data shall include any information that identifies specific individuals receiving services.

2. Applications for admission to examinations or for licensure and scoring records maintained by the Department of Health Professions or any board in that department on individual licensees or applicants; information required to be provided to the Department of Health Professions by certain licensees pursuant to § 54.1-2506.1; information held by the Health Practitioners' Monitoring Program Committee within the Department of Health Professions that identifies any practitioner who may be, or who is actually, impaired to the extent that disclosure is prohibited by § 54.1-2517; and information relating to the prescribing and dispensing of covered substances to recipients and any abstracts from such information that are in the possession of the Prescription Monitoring Program (Program) pursuant to Chapter 25.2 (§ 54.1-2519 et seq.) of Title 54.1 and any material relating to the operation or security of the Program.

3. Reports, documentary evidence, and other information as specified in §§ 51.5-122 and 51.5-141 and Chapter 1 (§ 63.2-100 et seq.) of Title 63.2 and information and statistical registries required to be kept confidential pursuant to Chapter 1 (§ 63.2-100 et seq.) of Title 63.2.

4. Investigative notes, proprietary information not published, copyrighted or patented, information obtained from employee personnel records; personally identifiable information

regarding residents, clients or other recipients of services; other correspondence and information furnished in confidence to the Department of Social Services in connection with an active investigation of an applicant or licensee pursuant to Chapters 17 (§ 63.2-1700 et seq.) and 18 (§ 63.2-1800 et seq.) of Title 63.2; and information furnished to the Office of the Attorney General in connection with an investigation or litigation pursuant to Article 19.1 (§ 8.01-216.1 et seq.) of Chapter 3 of Title 8.01 and Chapter 9 (§ 32.1-310 et seq.) of Title 32.1. However, nothing in this subdivision shall prevent the disclosure of information from the records of completed investigations in a form that does not reveal the identity of complainants, persons supplying information, or other individuals involved in the investigation.

5. Information collected for the designation and verification of trauma centers and other specialty care centers within the Statewide Emergency Medical Services System and Services pursuant to Article 2.1 (§ 32.1-111.1 et seq.) of Chapter 4 of Title 32.1.

6. Reports and court documents relating to involuntary admission required to be kept confidential pursuant to § 37.2-818.

7. Information acquired (i) during a review of any child death conducted by the State Child Fatality Review team established pursuant to § 32.1-283.1 or by a local or regional child fatality review team to the extent that such information is made confidential by § 32.1-283.2; (ii) during a review of any death conducted by a family violence fatality review team to the extent that such information is made confidential by § 32.1-283.3; or (iii) during a review of any adult death conducted by the Adult Fatality Review Team to the extent made confidential by § 32.1-283.5 or by a local or regional adult fatality review team to the extent that such information is made confidential by § 32.1-283.6.

8. Patient level data collected by the Board of Health and not yet processed, verified, and released, pursuant to § 32.1-276.9, to the Board by the nonprofit organization with which the Commissioner of Health has contracted pursuant to § 32.1-276.4.

9. Information relating to a grant application, or accompanying a grant application, submitted to the Commonwealth Neurotrauma Initiative Advisory Board pursuant to Article 12 (§ 51.5-178 et seq.) of Chapter 14 of Title 51.5 that would (i) reveal (a) medical or mental health records or other data identifying individual patients or (b) proprietary business or research-related information produced or collected by the applicant in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, and (ii) be harmful to the competitive position of the applicant.

10. Any information copied, recorded, or received by the Commissioner of Health in the course of an examination, investigation, or review of a managed care health insurance plan licensee pursuant to §§ 32.1-137.4 and 32.1-137.5, including books, records, files, accounts, papers, documents, and any or all computer or other recordings.

11. Records of the Virginia Birth-Related Neurological Injury Compensation Program required to be kept confidential pursuant to § 38.2-5002.2.

12. Information held by the State Health Commissioner relating to the health of any person subject to an order of quarantine or an order of isolation pursuant to Article 3.02 (§ 32.1-48.05 et seq.) of Chapter 2 of Title 32.1. However, nothing in this subdivision shall be construed to prevent the disclosure of statistical summaries, abstracts, or other information in aggregate

form.

13. The names and addresses or other contact information of persons receiving transportation services from a state or local public body or its designee under Title II of the Americans with Disabilities Act, (42 U.S.C. § 12131 et seq.) or funded by Temporary Assistance for Needy Families (TANF) created under § 63.2-600.

14. Information held by certain health care committees and entities that may be withheld from discovery as privileged communications pursuant to § 8.01-581.17.

15. Data and information specified in § 37.2-308.01 relating to proceedings provided for in Article 16 (§ 16.1-335 et seq.) of Chapter 11 of Title 16.1 and Chapter 8 (§ 37.2-800 et seq.) of Title 37.2.

16. (For contingent effective date, see Editor's note.) Records of and information held by the Emergency Department Care Coordination Program required to be kept confidential pursuant to § 32.1-372.

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881, § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064; 2001, cc. 288, 518, 844, § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830; 2003, cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968; 2004, cc. 65, 666, 690, 773, 1014, 1021; 2005, cc. 181, 227, 716; 2008, c. 539; 2009, cc. 472, 813, 840; 2011, cc. 110, 175, 535; 2012, cc. 476, 479, 507, 803, 835; 2015, cc. 22, 108, 127; 2016, cc. 620, 716; 2017, cc. 188, 475, 600, 719, 778.

§ 2.2-3705.6. Exclusions to application of chapter; proprietary records and trade secrets.

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § 2.2-3704.01.

1. Proprietary information gathered by or for the Virginia Port Authority as provided in § 62.1-132.4 or 62.1-134.1.

2. Financial statements not publicly available filed with applications for industrial development financings in accordance with Chapter 49 (§ 15.2-4900 et seq.) of Title 15.2.

3. Proprietary information, voluntarily provided by private business pursuant to a promise of confidentiality from a public body, used by the public body for business, trade, and tourism development or retention; and memoranda, working papers, or other information related to businesses that are considering locating or expanding in Virginia, prepared by a public body, where competition or bargaining is involved and where disclosure of such information would adversely affect the financial interest of the public body.

4. Information that was filed as confidential under the Toxic Substances Information Act (§ 32.1-239 et seq.), as such Act existed prior to July 1, 1992.

5. Fisheries data that would permit identification of any person or vessel, except when required by court order as specified in § 28.2-204.

6. Confidential financial statements, balance sheets, trade secrets, and revenue and cost projections provided to the Department of Rail and Public Transportation, provided such

information is exempt under the federal Freedom of Information Act or the federal Interstate Commerce Act or other laws administered by the Surface Transportation Board or the Federal Railroad Administration with respect to data provided in confidence to the Surface Transportation Board and the Federal Railroad Administration.

7. Proprietary information related to inventory and sales, voluntarily provided by private energy suppliers to the Department of Mines, Minerals and Energy, used by that Department for energy contingency planning purposes or for developing consolidated statistical information on energy supplies.

8. Confidential proprietary information furnished to the Board of Medical Assistance Services or the Medicaid Prior Authorization Advisory Committee pursuant to Article 4 (§ 32.1-331.12 et seq.) of Chapter 10 of Title 32.1.

9. Proprietary, commercial or financial information, balance sheets, trade secrets, and revenue and cost projections provided by a private transportation business to the Virginia Department of Transportation and the Department of Rail and Public Transportation for the purpose of conducting transportation studies needed to obtain grants or other financial assistance under the Transportation Equity Act for the 21st Century (P.L. 105-178) for transportation projects if disclosure of such information is exempt under the federal Freedom of Information Act or the federal Interstate Commerce Act or other laws administered by the Surface Transportation Board or the Federal Railroad Administration with respect to data provided in confidence to the Surface Transportation Board and the Federal Railroad Administration. However, the exclusion provided by this subdivision shall not apply to any wholly owned subsidiary of a public body.

10. Confidential information designated as provided in subsection F of § 2.2-4342 as trade secrets or proprietary information by any person in connection with a procurement transaction or by any person who has submitted to a public body an application for prequalification to bid on public construction projects in accordance with subsection B of § 2.2-4317.

11. a. Memoranda, staff evaluations, or other information prepared by the responsible public entity, its staff, outside advisors, or consultants exclusively for the evaluation and negotiation of proposals filed under the Public-Private Transportation Act of 1995 (§ 33.2-1800 et seq.) or the Public-Private Education Facilities and Infrastructure Act of 2002 (§ 56-575.1 et seq.) where (i) if such information was made public prior to or after the execution of an interim or a comprehensive agreement, § 33.2-1820 or 56-575.17 notwithstanding, the financial interest or bargaining position of the public entity would be adversely affected and (ii) the basis for the determination required in clause (i) is documented in writing by the responsible public entity; and

b. Information provided by a private entity to a responsible public entity, affected jurisdiction, or affected local jurisdiction pursuant to the provisions of the Public-Private Transportation Act of 1995 (§ 33.2-1800 et seq.) or the Public-Private Education Facilities and Infrastructure Act of 2002 (§ 56-575.1 et seq.) if disclosure of such information would reveal (i) trade secrets of the private entity as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.); (ii) financial information of the private entity, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise; or (iii) other information submitted by the private entity where if such information was made public prior to the execution of an interim agreement or a comprehensive agreement, the financial interest or bargaining position of the public or private entity would be adversely affected. In order for the

information specified in clauses (i), (ii), and (iii) to be excluded from the provisions of this chapter, the private entity shall make a written request to the responsible public entity:

- (1) Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- (2) Identifying with specificity the data or other materials for which protection is sought; and
- (3) Stating the reasons why protection is necessary.

The responsible public entity shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets or financial information of the private entity. To protect other information submitted by the private entity from disclosure, the responsible public entity shall determine whether public disclosure prior to the execution of an interim agreement or a comprehensive agreement would adversely affect the financial interest or bargaining position of the public or private entity. The responsible public entity shall make a written determination of the nature and scope of the protection to be afforded by the responsible public entity under this subdivision. Once a written determination is made by the responsible public entity, the information afforded protection under this subdivision shall continue to be protected from disclosure when in the possession of any affected jurisdiction or affected local jurisdiction.

Except as specifically provided in subdivision 11 a, nothing in this subdivision shall be construed to authorize the withholding of (a) procurement records as required by § 33.2-1820 or 56-575.17; (b) information concerning the terms and conditions of any interim or comprehensive agreement, service contract, lease, partnership, or any agreement of any kind entered into by the responsible public entity and the private entity; (c) information concerning the terms and conditions of any financing arrangement that involves the use of any public funds; or (d) information concerning the performance of any private entity developing or operating a qualifying transportation facility or a qualifying project.

For the purposes of this subdivision, the terms "affected jurisdiction," "affected local jurisdiction," "comprehensive agreement," "interim agreement," "qualifying project," "qualifying transportation facility," "responsible public entity," and "private entity" shall mean the same as those terms are defined in the Public-Private Transportation Act of 1995 (§ 33.2-1800 et seq.) or in the Public-Private Education Facilities and Infrastructure Act of 2002 (§ 56-575.1 et seq.).

12. Confidential proprietary information or trade secrets, not publicly available, provided by a private person or entity pursuant to a promise of confidentiality to the Virginia Resources Authority or to a fund administered in connection with financial assistance rendered or to be rendered by the Virginia Resources Authority where, if such information were made public, the financial interest of the private person or entity would be adversely affected.

13. Trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), or confidential proprietary information that is not generally available to the public through regulatory disclosure or otherwise, provided by a (i) bidder or applicant for a franchise or (ii) franchisee under Chapter 21 (§ 15.2-2100 et seq.) of Title 15.2 to the applicable franchising authority pursuant to a promise of confidentiality from the franchising authority, to the extent the information relates to the bidder's, applicant's, or franchisee's financial capacity or provision of new services, adoption of new technologies or implementation of improvements, where such new services, technologies, or improvements have not been implemented by the franchisee on a nonexperimental scale in the franchise area, and where, if such information were made public, the competitive advantage or

financial interests of the franchisee would be adversely affected.

In order for trade secrets or confidential proprietary information to be excluded from the provisions of this chapter, the bidder, applicant, or franchisee shall (a) invoke such exclusion upon submission of the data or other materials for which protection from disclosure is sought, (b) identify the data or other materials for which protection is sought, and (c) state the reason why protection is necessary.

No bidder, applicant, or franchisee may invoke the exclusion provided by this subdivision if the bidder, applicant, or franchisee is owned or controlled by a public body or if any representative of the applicable franchising authority serves on the management board or as an officer of the bidder, applicant, or franchisee.

14. Information of a proprietary or confidential nature furnished by a supplier or manufacturer of charitable gaming supplies to the Department of Agriculture and Consumer Services (i) pursuant to subsection E of § 18.2-340.34 and (ii) pursuant to regulations promulgated by the Charitable Gaming Board related to approval of electronic and mechanical equipment.

15. Information related to Virginia apple producer sales provided to the Virginia State Apple Board pursuant to § 3.2-1215.

16. Trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.) of Title 59.1, submitted by CMRS providers as defined in § 56-484.12 to the Wireless Carrier E-911 Cost Recovery Subcommittee created pursuant to § 56-484.15, relating to the provision of wireless E-911 service.

17. Information relating to a grant or loan application, or accompanying a grant or loan application, to the Innovation and Entrepreneurship Investment Authority pursuant to Article 3 (§ 2.2-2233.1 et seq.) of Chapter 22 of Title 2.2 or to the Commonwealth Health Research Board pursuant to Chapter 5.3 (§ 32.1-162.23 et seq.) of Title 32.1 if disclosure of such information would (i) reveal proprietary business or research-related information produced or collected by the applicant in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, technological, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, and (ii) be harmful to the competitive position of the applicant.

18. Confidential proprietary information and trade secrets developed and held by a local public body (i) providing telecommunication services pursuant to § 56-265.4:4 and (ii) providing cable television services pursuant to Article 1.1 (§ 15.2-2108.2 et seq.) of Chapter 21 of Title 15.2 if disclosure of such information would be harmful to the competitive position of the locality.

In order for confidential proprietary information or trade secrets to be excluded from the provisions of this chapter, the locality in writing shall (a) invoke the protections of this subdivision, (b) identify with specificity the information for which protection is sought, and (c) state the reasons why protection is necessary. However, the exemption provided by this subdivision shall not apply to any authority created pursuant to the BVU Authority Act (§ 15.2-7200 et seq.).

19. Confidential proprietary information and trade secrets developed by or for a local authority created in accordance with the Virginia Wireless Service Authorities Act (§ 15.2-545 et seq.) to provide qualifying communications services as authorized by Article 5.1 (§ 56-484.7:1 et seq.) of

Chapter 15 of Title 56, where disclosure of such information would be harmful to the competitive position of the authority, except that information required to be maintained in accordance with § 15.2-2160 shall be released.

20. Trade secrets as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.) or financial information of a business, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, provided to the Department of Small Business and Supplier Diversity as part of an application for certification as a small, women-owned, or minority-owned business in accordance with Chapter 16.1 (§ 2.2-1603 et seq.). In order for such trade secrets or financial information to be excluded from the provisions of this chapter, the business shall (i) invoke such exclusion upon submission of the data or other materials for which protection from disclosure is sought, (ii) identify the data or other materials for which protection is sought, and (iii) state the reasons why protection is necessary.

21. Information of a proprietary or confidential nature disclosed by a carrier to the State Health Commissioner pursuant to §§ 32.1-276.5:1 and 32.1-276.7:1.

22. Trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), including, but not limited to, financial information, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, and revenue and cost projections supplied by a private or nongovernmental entity to the State Inspector General for the purpose of an audit, special investigation, or any study requested by the Office of the State Inspector General in accordance with law.

In order for the information specified in this subdivision to be excluded from the provisions of this chapter, the private or nongovernmental entity shall make a written request to the State Inspector General:

- a. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- b. Identifying with specificity the data or other materials for which protection is sought; and
- c. Stating the reasons why protection is necessary.

The State Inspector General shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets or financial information of the private entity. The State Inspector General shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

23. Information relating to a grant application, or accompanying a grant application, submitted to the Tobacco Region Revitalization Commission that would (i) reveal (a) trade secrets as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), (b) financial information of a grant applicant that is not a public body, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, or (c) research-related information produced or collected by the applicant in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, technological, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, and (ii) be harmful to the competitive position of the applicant; and memoranda, staff evaluations, or other information prepared by the Commission or its staff exclusively for the

evaluation of grant applications. The exclusion provided by this subdivision shall apply to grants that are consistent with the powers of and in furtherance of the performance of the duties of the Commission pursuant to § 3.2-3103.

In order for the information specified in this subdivision to be excluded from the provisions of this chapter, the applicant shall make a written request to the Commission:

- a. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- b. Identifying with specificity the data, information or other materials for which protection is sought; and
- c. Stating the reasons why protection is necessary.

The Commission shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets, financial information, or research-related information of the applicant. The Commission shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

24. a. Information held by the Commercial Space Flight Authority relating to rate structures or charges for the use of projects of, the sale of products of, or services rendered by the Authority if disclosure of such information would adversely affect the financial interest or bargaining position of the Authority or a private entity providing the information to the Authority; or
- b. Information provided by a private entity to the Commercial Space Flight Authority if disclosure of such information would (i) reveal (a) trade secrets of the private entity as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.); (b) financial information of the private entity, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise; or (c) other information submitted by the private entity and (ii) adversely affect the financial interest or bargaining position of the Authority or private entity.

In order for the information specified in clauses (a), (b), and (c) of subdivision 24 b to be excluded from the provisions of this chapter, the private entity shall make a written request to the Authority:

- (1) Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- (2) Identifying with specificity the data or other materials for which protection is sought; and
- (3) Stating the reasons why protection is necessary.

The Authority shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets or financial information of the private entity. To protect other information submitted by the private entity from disclosure, the Authority shall determine whether public disclosure would adversely affect the financial interest or bargaining position of the Authority or private entity. The Authority shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

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25. Information of a proprietary nature furnished by an agricultural landowner or operator to the Department of Conservation and Recreation, the Department of Environmental Quality, the

Department of Agriculture and Consumer Services, or any political subdivision, agency, or board of the Commonwealth pursuant to §§ 10.1-104.7, 10.1-104.8, and 10.1-104.9, other than when required as part of a state or federal regulatory enforcement action.

26. Trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), provided to the Department of Environmental Quality pursuant to the provisions of § 10.1-1458. In order for such trade secrets to be excluded from the provisions of this chapter, the submitting party shall (i) invoke this exclusion upon submission of the data or materials for which protection from disclosure is sought, (ii) identify the data or materials for which protection is sought, and (iii) state the reasons why protection is necessary.

27. Information of a proprietary nature furnished by a licensed public-use airport to the Department of Aviation for funding from programs administered by the Department of Aviation or the Virginia Aviation Board, where if such information was made public, the financial interest of the public-use airport would be adversely affected.

In order for the information specified in this subdivision to be excluded from the provisions of this chapter, the public-use airport shall make a written request to the Department of Aviation:

- a. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- b. Identifying with specificity the data or other materials for which protection is sought; and
- c. Stating the reasons why protection is necessary.

28. Information relating to a grant or loan application, or accompanying a grant or loan application, submitted to the Virginia Research Investment Committee established pursuant to Article 8 (§ 23.1-3130 et seq.) of Chapter 31 of Title 23.1, to the extent that such records would (i) reveal (a) trade secrets as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.); (b) financial information of a party to a grant or loan application that is not a public body, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise; or (c) research-related information produced or collected by a party to the application in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, technological, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, and (ii) be harmful to the competitive position of a party to a grant or loan application; and memoranda, staff evaluations, or other information prepared by the Committee or its staff, or a reviewing entity pursuant to subsection D of § 23.1-3133, exclusively for the evaluation of grant or loan applications, including any scoring or prioritization documents prepared for and forwarded to the Committee pursuant to subsection D of § 23.1-3133.

In order for the information submitted by the applicant and specified in this subdivision to be excluded from the provisions of this chapter, the applicant shall make a written request to the Committee:

- a. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- b. Identifying with specificity the data, information, or other materials for which protection is sought; and

c. Stating the reasons why protection is necessary.

The Virginia Research Investment Committee shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets, financial information, or research-related information of the party to the application. The Committee shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

29. Proprietary information, voluntarily provided by a private business pursuant to a promise of confidentiality from a public body, used by the public body for a solar services agreement, where disclosure of such information would (i) reveal (a) trade secrets of the private business as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.); (b) financial information of the private business, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise; or (c) other information submitted by the private business and (ii) adversely affect the financial interest or bargaining position of the public body or private business.

In order for the information specified in clauses (i)(a), (b), and (c) to be excluded from the provisions of this chapter, the private business shall make a written request to the public body:

- a. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- b. Identifying with specificity the data or other materials for which protection is sought; and
- c. Stating the reasons why protection is necessary.

30. Information contained in engineering and construction drawings and plans submitted for the sole purpose of complying with the Building Code in obtaining a building permit if disclosure of such information would identify specific trade secrets or other information that would be harmful to the competitive position of the owner or lessee. However, such information shall be exempt only until the building is completed. Information relating to the safety or environmental soundness of any building shall not be exempt from disclosure.

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881, § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064; 2001, cc. 288, 518, 844, § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830; 2003, cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968; 2004, cc. 593, 690; 2005, cc. 258, 411; 2006, cc. 73, 76, 467, 831, 921, 936; 2006, Sp. Sess. I, c. 1; 2007, cc. 374, 693; 2008, cc. 71, 102, 266, 387, 633, 689, 736, 743; 2009, cc. 246, 311, 325, 765, 810, 869; 2010, cc. 310, 808; 2011, cc. 541, 781, 798, 871; 2012, cc. 693, 709; 2013, cc. 54, 482, 574; 2015, cc. 696, 697; 2016, cc. 620, 716, 724, 725, 775; 2017, cc. 662, 737, 778, 796, 816.

§ 2.2-3705.7. Exclusions to application of chapter; records of specific public bodies and certain other limited exclusions.

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § 2.2-3704.01.

1. State income, business, and estate tax returns, personal property tax returns, and confidential

records held pursuant to § 58.1-3.

2. Working papers and correspondence of the Office of the Governor, the Lieutenant Governor, or the Attorney General; the members of the General Assembly, the Division of Legislative Services, or the Clerks of the House of Delegates or the Senate of Virginia; the mayor or chief executive officer of any political subdivision of the Commonwealth; or the president or other chief executive officer of any public institution of higher education in the Commonwealth. However, no information that is otherwise open to inspection under this chapter shall be deemed excluded by virtue of the fact that it has been attached to or incorporated within any working paper or correspondence. Further, information publicly available or not otherwise subject to an exclusion under this chapter or other provision of law that has been aggregated, combined, or changed in format without substantive analysis or revision shall not be deemed working papers. Nothing in this subdivision shall be construed to authorize the withholding of any resumes or applications submitted by persons who are appointed by the Governor pursuant to § 2.2-106 or 2.2-107.

As used in this subdivision:

"Members of the General Assembly" means each member of the Senate of Virginia and the House of Delegates and their legislative aides when working on behalf of such member.

"Office of the Governor" means the Governor; the Governor's chief of staff, counsel, director of policy, and Cabinet Secretaries; the Assistant to the Governor for Intergovernmental Affairs; and those individuals to whom the Governor has delegated his authority pursuant to § 2.2-104.

"Working papers" means those records prepared by or for a public official identified in this subdivision for his personal or deliberative use.

3. Information contained in library records that can be used to identify (i) both (a) any library patron who has borrowed material from a library and (b) the material such patron borrowed or (ii) any library patron under 18 years of age. For the purposes of clause (ii), access shall not be denied to the parent, including a noncustodial parent, or guardian of such library patron.

4. Contract cost estimates prepared for the confidential use of the Department of Transportation in awarding contracts for construction or the purchase of goods or services, and records and automated systems prepared for the Department's Bid Analysis and Monitoring Program.

5. Lists of registered owners of bonds issued by a political subdivision of the Commonwealth, whether the lists are maintained by the political subdivision itself or by a single fiduciary designated by the political subdivision.

6. Information furnished by a member of the General Assembly to a meeting of a standing committee, special committee, or subcommittee of his house established solely for the purpose of reviewing members' annual disclosure statements and supporting materials filed under § 30-110 or of formulating advisory opinions to members on standards of conduct, or both.

7. Customer account information of a public utility affiliated with a political subdivision of the Commonwealth, including the customer's name and service address, but excluding the amount of utility service provided and the amount of money charged or paid for such utility service.

8. Personal information, as defined in § 2.2-3801, (i) filed with the Virginia Housing Development Authority concerning individuals who have applied for or received loans or other housing assistance or who have applied for occupancy of or have occupied housing financed,

owned or otherwise assisted by the Virginia Housing Development Authority; (ii) concerning persons participating in or persons on the waiting list for federally funded rent-assistance programs; (iii) filed with any local redevelopment and housing authority created pursuant to § 36-4 concerning persons participating in or persons on the waiting list for housing assistance programs funded by local governments or by any such authority; or (iv) filed with any local redevelopment and housing authority created pursuant to § 36-4 or any other local government agency concerning persons who have applied for occupancy or who have occupied affordable dwelling units established pursuant to § 15.2-2304 or 15.2-2305. However, access to one's own information shall not be denied.

9. Information regarding the siting of hazardous waste facilities, except as provided in § 10.1-1441, if disclosure of such information would have a detrimental effect upon the negotiating position of a governing body or on the establishment of the terms, conditions, and provisions of the siting agreement.

10. Information on the site-specific location of rare, threatened, endangered, or otherwise imperiled plant and animal species, natural communities, caves, and significant historic and archaeological sites if, in the opinion of the public body that has the responsibility for such information, disclosure of the information would jeopardize the continued existence or the integrity of the resource. This exclusion shall not apply to requests from the owner of the land upon which the resource is located.

11. Memoranda, graphics, video or audio tapes, production models, data, and information of a proprietary nature produced by or for or collected by or for the Virginia Lottery relating to matters of a specific lottery game design, development, production, operation, ticket price, prize structure, manner of selecting the winning ticket, manner of payment of prizes to holders of winning tickets, frequency of drawings or selections of winning tickets, odds of winning, advertising, or marketing, where such information not been publicly released, published, copyrighted, or patented. Whether released, published, or copyrighted, all game-related information shall be subject to public disclosure under this chapter upon the first day of sales for the specific lottery game to which it pertains.

12. Information held by the Virginia Retirement System, acting pursuant to § 51.1-124.30, or a local retirement system, acting pursuant to § 51.1-803, or by a local finance board or board of trustees of a trust established by one or more local public bodies to invest funds for post-retirement benefits other than pensions, acting pursuant to Article 8 (§ 15.2-1544 et seq.) of Chapter 15 of Title 15.2, or by the board of visitors of the University of Virginia, acting pursuant to § 23.1-2210, or by the Virginia College Savings Plan, acting pursuant to § 23.1-704, relating to the acquisition, holding, or disposition of a security or other ownership interest in an entity, where such security or ownership interest is not traded on a governmentally regulated securities exchange, if disclosure of such information would (i) reveal confidential analyses prepared for the board of visitors of the University of Virginia, prepared by the retirement system, a local finance board or board of trustees, or the Virginia College Savings Plan, or provided to the retirement system, a local finance board or board of trustees, or the Virginia College Savings Plan under a promise of confidentiality of the future value of such ownership interest or the future financial performance of the entity and (ii) have an adverse effect on the value of the investment to be acquired, held, or disposed of by the retirement system, a local finance board or board of trustees, the board of visitors of the University of Virginia, or the Virginia College Savings Plan. Nothing in this subdivision shall be construed to prevent the disclosure of information relating

to the identity of any investment held, the amount invested, or the present value of such investment.

13. Financial, medical, rehabilitative, and other personal information concerning applicants for or recipients of loan funds submitted to or maintained by the Assistive Technology Loan Fund Authority under Chapter 11 (§ 51.5-53 et seq.) of Title 51.5.

14. Information held by the Virginia Commonwealth University Health System Authority pertaining to any of the following: an individual's qualifications for or continued membership on its medical or teaching staffs; proprietary information gathered by or in the possession of the Authority from third parties pursuant to a promise of confidentiality; contract cost estimates prepared for confidential use in awarding contracts for construction or the purchase of goods or services; information of a proprietary nature produced or collected by or for the Authority or members of its medical or teaching staffs; financial statements not publicly available that may be filed with the Authority from third parties; the identity, accounts, or account status of any customer of the Authority; consulting or other reports paid for by the Authority to assist the Authority in connection with its strategic planning and goals; the determination of marketing and operational strategies where disclosure of such strategies would be harmful to the competitive position of the Authority; and information of a proprietary nature produced or collected by or for employees of the Authority, other than the Authority's financial or administrative records, in the conduct of or as a result of study or research on medical, scientific, technical, or scholarly issues, whether sponsored by the Authority alone or in conjunction with a governmental body or a private concern, when such information has not been publicly released, published, copyrighted, or patented. This exclusion shall also apply when such information is in the possession of Virginia Commonwealth University.

15. Information held by the Department of Environmental Quality, the State Water Control Board, the State Air Pollution Control Board, or the Virginia Waste Management Board relating to (i) active federal environmental enforcement actions that are considered confidential under federal law and (ii) enforcement strategies, including proposed sanctions for enforcement actions. Upon request, such information shall be disclosed after a proposed sanction resulting from the investigation has been proposed to the director of the agency. This subdivision shall not be construed to prevent the disclosure of information related to inspection reports, notices of violation, and documents detailing the nature of any environmental contamination that may have occurred or similar documents.

16. Information related to the operation of toll facilities that identifies an individual, vehicle, or travel itinerary, including vehicle identification data or vehicle enforcement system information; video or photographic images; Social Security or other identification numbers appearing on driver's licenses; credit card or bank account data; home addresses; phone numbers; or records of the date or time of toll facility use.

17. Information held by the Virginia Lottery pertaining to (i) the social security number, tax identification number, state sales tax number, home address and telephone number, personal and lottery banking account and transit numbers of a retailer, and financial information regarding the nonlottery operations of specific retail locations and (ii) individual lottery winners, except that a winner's name, hometown, and amount won shall be disclosed.

18. Information held by the Board for Branen Pilots relating to the chemical or drug testing of a person regulated by the Board, where such person has tested negative or has not been the subject

of a disciplinary action by the Board for a positive test result.

19. Information pertaining to the planning, scheduling, and performance of examinations of holder records pursuant to the Uniform Disposition of Unclaimed Property Act (§ 55-210.1 et seq.) prepared by or for the State Treasurer or his agents or employees or persons employed to perform an audit or examination of holder records.

20. Information held by the Virginia Department of Emergency Management or a local governing body relating to citizen emergency response teams established pursuant to an ordinance of a local governing body that reveal the name, address, including e-mail address, telephone or pager numbers, or operating schedule of an individual participant in the program.

21. Information held by state or local park and recreation departments and local and regional park authorities concerning identifiable individuals under the age of 18 years. However, nothing in this subdivision shall operate to prevent the disclosure of information defined as directory information under regulations implementing the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, unless the public body has undertaken the parental notification and opt-out requirements provided by such regulations. Access shall not be denied to the parent, including a noncustodial parent, or guardian of such person, unless the parent's parental rights have been terminated or a court of competent jurisdiction has restricted or denied such access. For such information of persons who are emancipated, the right of access may be asserted by the subject thereof. Any parent or emancipated person who is the subject of the information may waive, in writing, the protections afforded by this subdivision. If the protections are so waived, the public body shall open such information for inspection and copying.

22. Information submitted for inclusion in the Statewide Alert Network administered by the Department of Emergency Management that reveal names, physical addresses, email addresses, computer or internet protocol information, telephone numbers, pager numbers, other wireless or portable communications device information, or operating schedules of individuals or agencies, where the release of such information would compromise the security of the Statewide Alert Network or individuals participating in the Statewide Alert Network.

23. Information held by the Judicial Inquiry and Review Commission made confidential by § 17.1-913.

24. Information held by the Virginia Retirement System acting pursuant to § 51.1-124.30, a local retirement system acting pursuant to § 51.1-803 (hereinafter collectively referred to as the retirement system), or the Virginia College Savings Plan, acting pursuant to § 23.1-704 relating to:

a. Internal deliberations of or decisions by the retirement system or the Virginia College Savings Plan on the pursuit of particular investment strategies, or the selection or termination of investment managers, prior to the execution of such investment strategies or the selection or termination of such managers, if disclosure of such information would have an adverse impact on the financial interest of the retirement system or the Virginia College Savings Plan; and

b. Trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), provided by a private entity to the retirement system or the Virginia College Savings Plan if disclosure of such records would have an adverse impact on the financial interest of the retirement system or the Virginia College Savings Plan.

For the records specified in subdivision b to be excluded from the provisions of this chapter, the entity shall make a written request to the retirement system or the Virginia College Savings Plan:

- (1) Invoking such exclusion prior to or upon submission of the data or other materials for which protection from disclosure is sought;
- (2) Identifying with specificity the data or other materials for which protection is sought; and
- (3) Stating the reasons why protection is necessary.

The retirement system or the Virginia College Savings Plan shall determine whether the requested exclusion from disclosure meets the requirements set forth in subdivision b.

Nothing in this subdivision shall be construed to prevent the disclosure of the identity or amount of any investment held or the present value and performance of all asset classes and subclasses.

25. Information held by the Department of Corrections made confidential by § 53.1-233.

26. Information maintained by the Department of the Treasury or participants in the Local Government Investment Pool (§ 2.2-4600 et seq.) and required to be provided by such participants to the Department to establish accounts in accordance with § 2.2-4602.

27. Personal information, as defined in § 2.2-3801, contained in the Veterans Care Center Resident Trust Funds concerning residents or patients of the Department of Veterans Services Care Centers, except that access shall not be denied to the person who is the subject of the information.

28. Information maintained in connection with fundraising activities by the Veterans Services Foundation pursuant to § 2.2-2716 that reveal the address, electronic mail address, facsimile or telephone number, social security number or other identification number appearing on a driver's license, or credit card or bank account data of identifiable donors, except that access shall not be denied to the person who is the subject of the information. Nothing in this subdivision, however, shall be construed to prevent the disclosure of information relating to the amount, date, purpose, and terms of the pledge or donation or the identity of the donor, unless the donor has requested anonymity in connection with or as a condition of making a pledge or donation. The exclusion provided by this subdivision shall not apply to protect from disclosure (i) the identities of sponsors providing grants to or contracting with the foundation for the performance of services or other work or (ii) the terms and conditions of such grants or contracts.

29. Information prepared for and utilized by the Commonwealth's Attorneys' Services Council in the training of state prosecutors or law-enforcement personnel, where such information is not otherwise available to the public and the disclosure of such information would reveal confidential strategies, methods, or procedures to be employed in law-enforcement activities or materials created for the investigation and prosecution of a criminal case.

30. Information provided to the Department of Aviation by other entities of the Commonwealth in connection with the operation of aircraft where the information would not be subject to disclosure by the entity providing the information. The entity providing the information to the Department of Aviation shall identify the specific information to be protected and the applicable provision of this chapter that excludes the information from mandatory disclosure.

31. Information created or maintained by or on the behalf of the judicial performance evaluation

program related to an evaluation of any individual justice or judge made confidential by § 17.1-100.

32. Information reflecting the substance of meetings in which (i) individual sexual assault cases are discussed by any sexual assault team established pursuant to § 15.2-1627.4 or (ii) individual child abuse or neglect cases or sex offenses involving a child are discussed by multidisciplinary child abuse teams established pursuant to § 15.2-1627.5. The findings of any such team may be disclosed or published in statistical or other aggregated form that does not disclose the identity of specific individuals.

33. Information contained in the strategic plan, marketing plan, or operational plan prepared by the Virginia Economic Development Partnership Authority pursuant to § 2.2-2237.1 regarding target companies, specific allocation of resources and staff for marketing activities, and specific marketing activities that would reveal to the Commonwealth's competitors for economic development projects the strategies intended to be deployed by the Commonwealth, thereby adversely affecting the financial interest of the Commonwealth. The executive summaries of the strategic plan, marketing plan, and operational plan shall not be redacted or withheld pursuant to this subdivision.

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881, § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064; 2001, cc. 288, 518, 844, § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830; 2003, cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968; 2004, cc. 426, 690, 832; 2005, cc. 165, 508; 2007, cc. 406, 652, 660, 737, 739; 2008, cc. 16, 739; 2009, cc. 223, 827, 845; 2010, c. 300; 2011, cc. 827, 867; 2012, c. 726; 2013, cc. 199, 481, 554, 574; 2014, cc. 225, 808; 2015, cc. 38, 137, 549, 730; 2016, cc. 550, 620, 716, 729; 2017, cc. 587, 642, 778, 804, 824.

§ 2.2-3705.8. Limitation on record exclusions.

Nothing in this chapter shall be construed as denying public access to the nonexempt portions of a report of a consultant hired by or at the request of a local public body or the mayor or chief executive or administrative officer of such public body if (i) the contents of such report have been distributed or disclosed to members of the local public body or (ii) the local public body has scheduled any action on a matter that is the subject of the consultant's report.

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881, § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064; 2001, cc. 288, 518, 844, § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830; 2003, cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968; 2004, c. 690; 2017, c. 778.

§ 2.2-3706. Disclosure of criminal records; limitations.

A. All public bodies engaged in criminal law-enforcement activities shall provide requested records in accordance with this chapter as follows:

1. Records required to be released:

a. Criminal incident information relating to felony offenses, which shall include:

(1) A general description of the criminal activity reported;

(2) The date the alleged crime was committed;

(3) The general location where the alleged crime was committed;

- (4) The identity of the investigating officer or other point of contact; and
- (5) A general description of any injuries suffered or property damaged or stolen.

A verbal response as agreed to by the requester and the public body is sufficient to satisfy the requirements of subdivision a.

Where the release of criminal incident information, however, is likely to jeopardize an ongoing investigation or prosecution or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withheld until the above-referenced damage is no longer likely to occur from release of the information. Nothing in subdivision a shall be construed to authorize the withholding of those portions of such information that are not likely to cause the above-referenced damage;

- b. Adult arrestee photographs taken during the initial intake following the arrest and as part of the routine booking procedure, except when necessary to avoid jeopardizing an investigation in felony cases until such time as the release of the photograph will no longer jeopardize the investigation;
- c. Information relative to the identity of any individual, other than a juvenile, who is arrested and charged, and the status of the charge or arrest; and
- d. Records of completed unattended death investigations to the parent or spouse of the decedent or, if there is no living parent or spouse, to the most immediate family member of the decedent, provided the person is not a person of interest or a suspect. For the purposes of this subdivision, "unattended death" means a death determined to be a suicide, accidental or natural death where no criminal charges will be initiated, and "immediate family" means the decedent's personal representative or, if no personal representative has qualified, the decedent's next of kin in order of intestate succession as set forth in § 64.2-200.

2. Discretionary releases. The following records are excluded from the mandatory disclosure provisions of this chapter, but may be disclosed by the custodian, in his discretion, except where such disclosure is prohibited by law:

- a. Criminal investigative files, defined as any documents and information, including complaints, court orders, memoranda, notes, diagrams, maps, photographs, correspondence, reports, witness statements, and evidence relating to a criminal investigation or prosecution, other than criminal incident information subject to release in accordance with subdivision 1 a;
- b. Reports submitted in confidence to (i) state and local law-enforcement agencies, (ii) investigators authorized pursuant to Chapter 3.2 (§ 2.2-307 et seq.), and (iii) campus police departments of public institutions of higher education established pursuant to Article 3 (§ 23.1-809 et seq.) of Chapter 8 of Title 23.1;
- c. Records of local law-enforcement agencies relating to neighborhood watch programs that include the names, addresses, and operating schedules of individual participants in the program that are provided to such agencies under a promise of anonymity;
- d. All records of persons imprisoned in penal institutions in the Commonwealth provided such records relate to the imprisonment;
- e. Records of law-enforcement agencies, to the extent that such records contain specific tactical

plans, the disclosure of which would jeopardize the safety or security of law-enforcement personnel or the general public;

f. All records of adult persons under (i) investigation or supervision by a local pretrial services agency in accordance with Article 5 (§ 19.2-152.2 et seq.) of Chapter 9 of Title 19.2; (ii) investigation, probation supervision, or monitoring by a local community-based probation services agency in accordance with Article 9 (§ 9.1-173 et seq.) of Chapter 1 of Title 9.1; or (iii) investigation or supervision by state probation and parole services in accordance with Article 2 (§ 53.1-141 et seq.) of Chapter 4 of Title 53.1;

g. Records of a law-enforcement agency to the extent that they disclose the telephone numbers for cellular telephones, pagers, or comparable portable communication devices provided to its personnel for use in the performance of their official duties;

h. Those portions of any records containing information related to undercover operations or protective details that would reveal the staffing, logistics, or tactical plans of such undercover operations or protective details. Nothing in this subdivision shall operate to allow the withholding of information concerning the overall costs or expenses associated with undercover operations or protective details;

i. Records of (i) background investigations of applicants for law-enforcement agency employment, (ii) administrative investigations relating to allegations of wrongdoing by employees of a law-enforcement agency, and (iii) other administrative investigations conducted by law-enforcement agencies that are made confidential by law;

j. The identity of any victim, witness, or undercover officer, or investigative techniques or procedures. However, the identity of any victim or witness shall be withheld if disclosure is prohibited or restricted under § 19.2-11.2; and

k. Records of the Sex Offender and Crimes Against Minors Registry maintained by the Department of State Police pursuant to Chapter 9 (§ 9.1-900 et seq.) of Title 9.1, including information obtained from state, local, and regional officials, except to the extent that information is required to be posted on the Internet pursuant to § 9.1-913; and

3. Prohibited releases. The identity of any individual providing information about a crime or criminal activity under a promise of anonymity shall not be disclosed.

B. Noncriminal records. Those portions of noncriminal incident or other noncriminal investigative reports or materials that contain identifying information of a personal, medical, or financial nature may be withheld where the release of such information would jeopardize the safety or privacy of any person. Access to personnel records of persons employed by a law-enforcement agency shall be governed by the provisions of subdivision A 2 i of this section and subdivision 1 of § 2.2-3705.1, as applicable.

C. Records of any call for service or other communication to an emergency 911 system or communicated with any other equivalent reporting system shall be subject to the provisions of this chapter.

D. Conflict resolution. In the event of conflict between this section as it relates to requests made under this section and other provisions of law, this section shall control.

, 735;2006, cc. 857, 914;2007, c. 133;2010, c. 627;2011, cc. 798, 871;2013, c. 695;2016, cc. 184, 546;2017, c. 828.

§ 2.2-3707. Meetings to be public; notice of meetings; recordings; minutes.

A. All meetings of public bodies shall be open, except as provided in §§ 2.2-3707.01 and 2.2-3711.

B. No meeting shall be conducted through telephonic, video, electronic or other communication means where the members are not physically assembled to discuss or transact public business, except as provided in § 2.2-3708, 2.2-3708.1 or as may be specifically provided in Title 54.1 for the summary suspension of professional licenses.

C. Every public body shall give notice of the date, time, and location of its meetings by:

1. Posting such notice on its official public government website, if any;
2. Placing such notice in a prominent public location at which notices are regularly posted; and
3. Placing such notice at the office of the clerk of the public body or, in the case of a public body that has no clerk, at the office of the chief administrator.

All state public bodies subject to the provisions of this chapter shall also post notice of their meetings on a central, publicly available electronic calendar maintained by the Commonwealth. Publication of meeting notices by electronic means by other public bodies shall be encouraged.

The notice shall be posted at least three working days prior to the meeting.

D. Notice, reasonable under the circumstance, of special, emergency, or continued meetings shall be given contemporaneously with the notice provided to the members of the public body conducting the meeting.

E. Any person may annually file a written request for notification with a public body. The request shall include the requester's name, address, zip code, daytime telephone number, electronic mail address, if available, and organization, if any. The public body receiving such request shall provide notice of all meetings directly to each such person. Without objection by the person, the public body may provide electronic notice of all meetings in response to such requests.

F. At least one copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting shall be made available for public inspection at the same time such documents are furnished to the members of the public body. The proposed agendas for meetings of state public bodies where at least one member has been appointed by the Governor shall state whether or not public comment will be received at the meeting and, if so, the approximate point during the meeting when public comment will be received.

G. Any person may photograph, film, record or otherwise reproduce any portion of a meeting required to be open. The public body conducting the meeting may adopt rules governing the placement and use of equipment necessary for broadcasting, photographing, filming or recording a meeting to prevent interference with the proceedings, but shall not prohibit or otherwise prevent any person from photographing, filming, recording, or otherwise reproducing any portion of a meeting required to be open. No public body shall conduct a meeting required to be open in any building or facility where such recording devices are prohibited.

H. Minutes shall be recorded at all open meetings. However, minutes shall not be required to be

taken at deliberations of (i) standing and other committees of the General Assembly; (ii) legislative interim study commissions and committees, including the Virginia Code Commission; (iii) study committees or commissions appointed by the Governor; or (iv) study commissions or study committees, or any other committees or subcommittees appointed by the governing bodies or school boards of counties, cities and towns, except where the membership of any such commission, committee or subcommittee includes a majority of the governing body of the county, city or town or school board.

Minutes, including draft minutes, and all other records of open meetings, including audio or audio/visual records shall be deemed public records and subject to the provisions of this chapter.

Minutes shall be in writing and shall include (i) the date, time, and location of the meeting; (ii) the members of the public body recorded as present and absent; and (iii) a summary of the discussion on matters proposed, deliberated or decided, and a record of any votes taken. In addition, for electronic communication meetings conducted in accordance with § 2.2-3708, minutes of state public bodies shall include (a) the identity of the members of the public body at each remote location identified in the notice who participated in the meeting through electronic communications means, (b) the identity of the members of the public body who were physically assembled at the primary or central meeting location, and (c) the identity of the members of the public body who were not present at the locations identified in clauses (a) and (b), but who monitored such meeting through electronic communications means.

1968, c. 479, § 2.1-343; 1973, c. 461; 1976, c. 467; 1977, c. 677; 1982, c. 333; 1989, c. 358; 1990, c. 538; 1993, c. 720; 1995, c. 562; 1999, cc. 696, 703, 726; 2000, c. 227; 2001, c. 844; 2004, cc. 730, 768; 2005, c. 352; 2007, c. 300; 2009, c. 628; 2010, c. 309; 2015, c. 131; 2017, c. 616.

§ 2.2-3707.01. Meetings of the General Assembly.

A. Except as provided in subsection B, public access to any meeting of the General Assembly or a portion thereof shall be governed by rules established by the Joint Rules Committee and approved by a majority vote of each house at the next regular session of the General Assembly. At least 60 days before the adoption of such rules, the Joint Rules Committee shall (i) hold regional public hearings on such proposed rules and (ii) provide a copy of such proposed rules to the Virginia Freedom of Information Advisory Council.

B. Floor sessions of either house of the General Assembly; meetings, including work sessions, of any standing or interim study committee of the General Assembly; meetings, including work sessions, of any subcommittee of such standing or interim study committee; and joint committees of conference of the General Assembly; or a quorum of any such committees or subcommittees, shall be open and governed by this chapter.

C. Meetings of the respective political party caucuses of either house of the General Assembly, including meetings conducted by telephonic or other electronic communication means, without regard to (i) whether the General Assembly is in or out of regular or special session or (ii) whether such caucuses invite staff or guests to participate in their deliberations, shall not be deemed meetings for the purposes of this chapter.

D. No regular, special, or reconvened session of the General Assembly held pursuant to Article IV, Section 6 of the Constitution of Virginia shall be conducted using electronic communication means pursuant to § 2.2-3708.

2004, c. 768; 2005, c. 352.

§ 2.2-3707.1. Posting of minutes for state boards and commissions.

All boards, commissions, councils, and other public bodies created in the executive branch of state government and subject to the provisions of this chapter shall post minutes of their meetings on such body's official public government website and on a central electronic calendar maintained by the Commonwealth. Draft minutes of meetings shall be posted as soon as possible but no later than 10 working days after the conclusion of the meeting. Final approved meeting minutes shall be posted within three working days of final approval of the minutes.

2002, cc. 580, 618;2006, cc. 474, 595;2007, c. 300;2017, c. 616.

§ 2.2-3708. Electronic communication meetings; applicability; physical quorum required; exceptions; notice; report.

A. Except as expressly provided in subsection G of this section or § 2.2-3708.1, no local governing body, school board, or any authority, board, bureau, commission, district or agency of local government, any committee thereof, or any entity created by a local governing body, school board, or any local authority, board, or commission shall conduct a meeting wherein the public business is discussed or transacted through telephonic, video, electronic or other communication means where the members are not physically assembled. Nothing in this section shall be construed to prohibit the use of interactive audio or video means to expand public participation.

B. Except as provided in subsection G or H of this section or subsection D of § 2.2-3707.01, state public bodies may conduct any meeting wherein the public business is discussed or transacted through electronic communication means, provided (i) a quorum of the public body is physically assembled at one primary or central meeting location, (ii) notice of the meeting has been given in accordance with subsection C, and (iii) the remote locations, from which additional members of the public body participate through electronic communication means, are open to the public. All persons attending the meeting at any of the meeting locations shall be afforded the same opportunity to address the public body as persons attending the primary or central location.

If an authorized public body holds an electronic meeting pursuant to this section, it shall also hold at least one meeting annually where members in attendance at the meeting are physically assembled at one location and where no members participate by electronic communication means.

C. Notice of any regular meeting held pursuant to this section shall be provided at least three working days in advance of the date scheduled for the meeting. Notice, reasonable under the circumstance, of special, emergency, or continued meetings held pursuant to this section shall be given contemporaneously with the notice provided to members of the public body conducting the meeting. For the purposes of this subsection, "continued meeting" means a meeting that is continued to address an emergency or to conclude the agenda of a meeting for which proper notice was given.

The notice shall include the date, time, place, and purpose for the meeting; shall identify the locations for the meeting; and shall include a telephone number that may be used at remote locations to notify the primary or central meeting location of any interruption in the telephonic or video broadcast of the meeting to the remote locations. Any interruption in the telephonic or video broadcast of the meeting shall result in the suspension of action at the meeting until repairs are made and public access restored.

D. A copy of the proposed agenda and agenda packets and, unless exempt, all materials that will be distributed to members of the public body and that have been made available to the staff of the public body in sufficient time for duplication and forwarding to all locations where public access will be provided shall be made available to the public at the time of the meeting. Minutes of all meetings held by electronic communication means shall be recorded as required by § 2.2-3707. Votes taken during any meeting conducted through electronic communication means shall be recorded by name in roll-call fashion and included in the minutes.

E. Three working days' notice shall not be required for meetings authorized under this section held in accordance with subsection G. Public bodies conducting emergency meetings through electronic communication means shall comply with the provisions of subsection D requiring minutes of the meeting. The nature of the emergency shall be stated in the minutes.

F. Any authorized public body that meets by electronic communication means shall make a written report of the following to the Virginia Freedom of Information Advisory Council by December 15 of each year:

1. The total number of electronic communication meetings held that year;
2. The dates and purposes of the meetings;
3. A copy of the agenda for the meeting;
4. The number of sites for each meeting;
5. The types of electronic communication means by which the meetings were held;
6. The number of participants, including members of the public, at each meeting location;
7. The identity of the members of the public body recorded as absent and those recorded as present at each meeting location;
8. A summary of any public comment received about the electronic communication meetings; and
9. A written summary of the public body's experience using electronic communication meetings, including its logistical and technical experience.

In addition, any authorized public body shall make available to the public at any meeting conducted in accordance with this section a public comment form prepared by the Virginia Freedom of Information Advisory Council in accordance with § 30-179.

G. Any public body may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with § 44-146.17, provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to address the emergency. The public body convening a meeting in accordance with this subsection shall (a) give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided members of the public body conducting the meeting; (b) make arrangements for public access to such meeting; and (c) otherwise comply with the provisions of this section. The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be

stated in the minutes.

1984, c. 252, § 2.1-343.1; 1989, c. 358; 1991, c. 473; 1992, c. 153; 1993, c. 270; 1995, c. 278; 1996, c. 289; 1999, cc. 703, 726; 2001, c. 844; 2003, cc. 981, 1021; 2005, c. 352; 2007, cc. 512, 945; 2008, cc. 233, 789; 2013, c. 694; 2017, c. 616.

§ 2.2-3708.1. Participation in meetings due to personal matter; certain disabilities; distance from meeting location for certain public bodies.

A. A member of a public body may participate in a meeting governed by this chapter through electronic communication means from a remote location that is not open to the public only as follows and subject to the requirements of subsection B:

1. If, on or before the day of a meeting, a member of the public body holding the meeting notifies the chair of the public body that such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter, and the public body holding the meeting records in its minutes the specific nature of the personal matter and the remote location from which the member participated. If a member's participation from a remote location is disapproved because such participation would violate the policy adopted pursuant to subsection B, such disapproval shall be recorded in the minutes with specificity.

Such participation by the member shall be limited each calendar year to two meetings;

2. If a member of a public body notifies the chair of the public body that such member is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance and the public body records this fact and the remote location from which the member participated in its minutes; or

3. If, on the day of a meeting, a member of a regional public body notifies the chair of the public body that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting and the public body holding the meeting records in its minutes the remote location from which the member participated. If a member's participation from a remote location is disapproved because such participation would violate the policy adopted pursuant to subsection B, such disapproval shall be recorded in the minutes with specificity.

B. Participation by a member of a public body as authorized under subsection A shall be only under the following conditions:

1. The public body has adopted a written policy allowing for and governing participation of its members by electronic communication means, including an approval process for such participation, subject to the express limitations imposed by this section. Once adopted, the policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting;

2. A quorum of the public body is physically assembled at the primary or central meeting location; and

3. The public body makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

2007, c. 945; 2013, cc. 119, 694; 2014, cc. 492, 524; 2017, c. 616.

§ 2.2-3709. Expired.

Expired.

§ 2.2-3710. Transaction of public business other than by votes at meetings prohibited.

A. Unless otherwise specifically provided by law, no vote of any kind of the membership, or any part thereof, of any public body shall be taken to authorize the transaction of any public business, other than a vote taken at a meeting conducted in accordance with the provisions of this chapter. No public body shall vote by secret or written ballot, and unless expressly provided by this chapter, no public body shall vote by telephone or other electronic communication means.

B. Notwithstanding the foregoing, nothing contained herein shall be construed to prohibit (i) separately contacting the membership, or any part thereof, of any public body for the purpose of ascertaining a member's position with respect to the transaction of public business, whether such contact is done in person, by telephone or by electronic communication, provided the contact is done on a basis that does not constitute a meeting as defined in this chapter or (ii) the House of Delegates or the Senate of Virginia from adopting rules relating to the casting of votes by members of standing committees. Nothing in this subsection shall operate to exclude any public record from the provisions of this chapter.

1987, c. 71, § 2.1-343.2; 1999, cc. 703, 726; 2000, c. 932; 2001, cc. 710, 844; 2002, c. 491.

§ 2.2-3711. Closed meetings authorized for certain limited purposes.

A. Public bodies may hold closed meetings only for the following purposes:

1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter that involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the appropriate board. Nothing in this subdivision, however, shall be construed to authorize a closed meeting by a local governing body or an elected school board to discuss compensation matters that affect the membership of such body or board collectively.

2. Discussion or consideration of admission or disciplinary matters or any other matters that would involve the disclosure of information contained in a scholastic record concerning any student of any public institution of higher education in the Commonwealth or any state school system. However, any such student, legal counsel and, if the student is a minor, the student's parents or legal guardians shall be permitted to be present during the taking of testimony or presentation of evidence at a closed meeting, if such student, parents, or guardians so request in writing and such request is submitted to the presiding officer of the appropriate board.

3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

4. The protection of the privacy of individuals in personal matters not related to public business.
5. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.
6. Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected.
7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.
8. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.
9. Discussion or consideration by governing boards of public institutions of higher education of matters relating to gifts, bequests and fund-raising activities, and of grants and contracts for services or work to be performed by such institution. However, the terms and conditions of any such gifts, bequests, grants, and contracts made by a foreign government, a foreign legal entity, or a foreign person and accepted by a public institution of higher education in the Commonwealth shall be subject to public disclosure upon written request to the appropriate board of visitors. For the purpose of this subdivision, (i) "foreign government" means any government other than the United States government or the government of a state or a political subdivision thereof, (ii) "foreign legal entity" means any legal entity (a) created under the laws of the United States or of any state thereof if a majority of the ownership of the stock of such legal entity is owned by foreign governments or foreign persons or if a majority of the membership of any such entity is composed of foreign persons or foreign legal entities or (b) created under the laws of a foreign government, and (iii) "foreign person" means any individual who is not a citizen or national of the United States or a trust territory or protectorate thereof.
10. Discussion or consideration by the boards of trustees of the Virginia Museum of Fine Arts, the Virginia Museum of Natural History, the Jamestown-Yorktown Foundation, and The Science Museum of Virginia of matters relating to specific gifts, bequests, and grants from private sources.
11. Discussion or consideration of honorary degrees or special awards.
12. Discussion or consideration of tests, examinations, or other information used, administered, or prepared by a public body and subject to the exclusion in subdivision 4 of § 2.2-3705.1.
13. Discussion, consideration, or review by the appropriate House or Senate committees of possible disciplinary action against a member arising out of the possible inadequacy of the

disclosure statement filed by the member, provided the member may request in writing that the committee meeting not be conducted in a closed meeting.

14. Discussion of strategy with respect to the negotiation of a hazardous waste siting agreement or to consider the terms, conditions, and provisions of a hazardous waste siting agreement if the governing body in open meeting finds that an open meeting will have an adverse effect upon the negotiating position of the governing body or the establishment of the terms, conditions and provisions of the siting agreement, or both. All discussions with the applicant or its representatives may be conducted in a closed meeting.

15. Discussion by the Governor and any economic advisory board reviewing forecasts of economic activity and estimating general and nongeneral fund revenues.

16. Discussion or consideration of medical and mental health records subject to the exclusion in subdivision 1 of § 2.2-3705.5.

17. Deliberations of the Virginia Lottery Board in a licensing appeal action conducted pursuant to subsection D of § 58.1-4007 regarding the denial or revocation of a license of a lottery sales agent; and discussion, consideration or review of Virginia Lottery matters related to proprietary lottery game information and studies or investigations excluded from disclosure under subdivision 6 of § 2.2-3705.3 and subdivision 11 of § 2.2-3705.7.

18. Those portions of meetings in which the Board of Corrections discusses or discloses the identity of, or information tending to identify, any prisoner who (i) provides information about crimes or criminal activities, (ii) renders assistance in preventing the escape of another prisoner or in the apprehension of an escaped prisoner, or (iii) voluntarily or at the instance of a prison official renders other extraordinary services, the disclosure of which is likely to jeopardize the prisoner's life or safety.

19. Discussion of plans to protect public safety as it relates to terrorist activity or specific cybersecurity threats or vulnerabilities and briefings by staff members, legal counsel, or law-enforcement or emergency service officials concerning actions taken to respond to such matters or a related threat to public safety; discussion of information subject to the exclusion in subdivision 2 or 14 of § 2.2-3705.2, where discussion in an open meeting would jeopardize the safety of any person or the security of any facility, building, structure, information technology system, or software program; or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure.

20. Discussion by the Board of the Virginia Retirement System, acting pursuant to § 51.1-124.30, or of any local retirement system, acting pursuant to § 51.1-803, or by a local finance board or board of trustees of a trust established by one or more local public bodies to invest funds for postemployment benefits other than pensions, acting pursuant to Article 8 (§ 15.2-1544 et seq.) of Chapter 15 of Title 15.2, or by the board of visitors of the University of Virginia, acting pursuant to § 23.1-2210, or by the Board of the Virginia College Savings Plan, acting pursuant to § 23.1-706, regarding the acquisition, holding or disposition of a security or other ownership interest in an entity, where such security or ownership interest is not traded on a governmentally regulated securities exchange, to the extent that such discussion (i) concerns confidential analyses prepared for the board of visitors of the University of Virginia, prepared by the retirement system, or a local finance board or board of trustees, or the Virginia College Savings

Plan or provided to the retirement system, a local finance board or board of trustees, or the Virginia College Savings Plan under a promise of confidentiality, of the future value of such ownership interest or the future financial performance of the entity, and (ii) would have an adverse effect on the value of the investment to be acquired, held, or disposed of by the retirement system, a local finance board or board of trustees, the board of visitors of the University of Virginia, or the Virginia College Savings Plan. Nothing in this subdivision shall be construed to prevent the disclosure of information relating to the identity of any investment held, the amount invested or the present value of such investment.

21. Those portions of meetings in which individual child death cases are discussed by the State Child Fatality Review team established pursuant to § 32.1-283.1, those portions of meetings in which individual child death cases are discussed by a regional or local child fatality review team established pursuant to § 32.1-283.2, those portions of meetings in which individual death cases are discussed by family violence fatality review teams established pursuant to § 32.1-283.3, those portions of meetings in which individual adult death cases are discussed by the state Adult Fatality Review Team established pursuant to § 32.1-283.5, and those portions of meetings in which individual adult death cases are discussed by a local or regional adult fatality review team established pursuant to § 32.1-283.6.

22. Those portions of meetings of the board of visitors of the University of Virginia or the Eastern Virginia Medical School Board of Visitors, as the case may be, and those portions of meetings of any persons to whom management responsibilities for the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, have been delegated, in which there is discussed proprietary, business-related information pertaining to the operations of the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, including business development or marketing strategies and activities with existing or future joint venturers, partners, or other parties with whom the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, has formed, or forms, any arrangement for the delivery of health care, if disclosure of such information would adversely affect the competitive position of the Medical Center or Eastern Virginia Medical School, as the case may be.

23. Discussion or consideration by the Virginia Commonwealth University Health System Authority or the board of visitors of Virginia Commonwealth University of any of the following: the acquisition or disposition by the Authority of real property, equipment, or technology software or hardware and related goods or services, where disclosure would adversely affect the bargaining position or negotiating strategy of the Authority; matters relating to gifts or bequests to, and fund-raising activities of, the Authority; grants and contracts for services or work to be performed by the Authority; marketing or operational strategies plans of the Authority where disclosure of such strategies or plans would adversely affect the competitive position of the Authority; and members of the Authority's medical and teaching staffs and qualifications for appointments thereto.

24. Those portions of the meetings of the Health Practitioners' Monitoring Program Committee within the Department of Health Professions to the extent such discussions identify any practitioner who may be, or who actually is, impaired pursuant to Chapter 25.1 (§ 54.1-2515 et seq.) of Title 54.1.

25. Meetings or portions of meetings of the Board of the Virginia College Savings Plan wherein personal information, as defined in § 2.2-3801, which has been provided to the Board or its

employees by or on behalf of individuals who have requested information about, applied for, or entered into prepaid tuition contracts or savings trust account agreements pursuant to Chapter 7 (§ 23.1-700 et seq.) of Title 23.1 is discussed.

26. Discussion or consideration, by the Wireless Carrier E-911 Cost Recovery Subcommittee created pursuant to § 56-484.15, of trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), submitted by CMRS providers as defined in § 56-484.12, related to the provision of wireless E-911 service.

27. Those portions of disciplinary proceedings by any regulatory board within the Department of Professional and Occupational Regulation, Department of Health Professions, or the Board of Accountancy conducted pursuant to § 2.2-4019 or 2.2-4020 during which the board deliberates to reach a decision or meetings of health regulatory boards or conference committees of such boards to consider settlement proposals in pending disciplinary actions or modifications to previously issued board orders as requested by either of the parties.

28. Discussion or consideration of information subject to the exclusion in subdivision 11 of § 2.2-3705.6 by a responsible public entity or an affected locality or public entity, as those terms are defined in § 33.2-1800, or any independent review panel appointed to review information and advise the responsible public entity concerning such records.

29. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

30. Discussion or consideration of grant or loan application information subject to the exclusion in subdivision 17 of § 2.2-3705.6 by (i) the Commonwealth Health Research Board or (ii) the Innovation and Entrepreneurship Investment Authority or the Research and Technology Investment Advisory Committee appointed to advise the Innovation and Entrepreneurship Investment Authority.

31. Discussion or consideration by the Commitment Review Committee of information subject to the exclusion in subdivision 5 of § 2.2-3705.2 relating to individuals subject to commitment as sexually violent predators under Chapter 9 (§ 37.2-900 et seq.) of Title 37.2.

32. Discussion or consideration of confidential proprietary information and trade secrets developed and held by a local public body providing certain telecommunication services or cable television services and subject to the exclusion in subdivision 18 of § 2.2-3705.6. However, the exemption provided by this subdivision shall not apply to any authority created pursuant to the BVU Authority Act (§ 15.2-7200 et seq.).

33. Discussion or consideration by a local authority created in accordance with the Virginia Wireless Service Authorities Act (§ 15.2-5431.1 et seq.) of confidential proprietary information and trade secrets subject to the exclusion in subdivision 19 of § 2.2-3705.6.

34. Discussion or consideration by the State Board of Elections or local electoral boards of voting security matters made confidential pursuant to § 24.2-625.1.

35. Discussion or consideration by the Forensic Science Board or the Scientific Advisory Committee created pursuant to Article 2 (§ 9.1-1109 et seq.) of Chapter 11 of Title 9.1 of criminal investigative files subject to the exclusion in subdivision A 2 a of § 2.2-3706.

36. Discussion or consideration by the Brown v. Board of Education Scholarship Committee of information or confidential matters subject to the exclusion in subdivision 3 of § 2.2-3705.4, and meetings of the Committee to deliberate concerning the annual maximum scholarship award, review and consider scholarship applications and requests for scholarship award renewal, and cancel, rescind, or recover scholarship awards.

37. Discussion or consideration by the Virginia Port Authority of information subject to the exclusion in subdivision 1 of § 2.2-3705.6 related to certain proprietary information gathered by or for the Virginia Port Authority.

38. Discussion or consideration by the Board of Trustees of the Virginia Retirement System acting pursuant to § 51.1-124.30, by the Investment Advisory Committee appointed pursuant to § 51.1-124.26, by any local retirement system, acting pursuant to § 51.1-803, by the Board of the Virginia College Savings Plan acting pursuant to § 23.1-706, or by the Virginia College Savings Plan's Investment Advisory Committee appointed pursuant to § 23.1-702 of information subject to the exclusion in subdivision 24 of § 2.2-3705.7.

39. Discussion or consideration of information subject to the exclusion in subdivision 3 of § 2.2-3705.6 related to economic development.

40. Discussion or consideration by the Board of Education of information relating to the denial, suspension, or revocation of teacher licenses subject to the exclusion in subdivision 11 of § 2.2-3705.3.

41. Those portions of meetings of the Virginia Military Advisory Council or any commission created by executive order for the purpose of studying and making recommendations regarding preventing closure or realignment of federal military and national security installations and facilities located in Virginia and relocation of such facilities to Virginia, or a local or regional military affairs organization appointed by a local governing body, during which there is discussion of information subject to the exclusion in subdivision 8 of § 2.2-3705.2.

42. Discussion or consideration by the Board of Trustees of the Veterans Services Foundation of information subject to the exclusion in subdivision 28 of § 2.2-3705.7 related to personally identifiable information of donors.

43. Discussion or consideration by the Virginia Tobacco Region Revitalization Commission of information subject to the exclusion in subdivision 23 of § 2.2-3705.6 related to certain information contained in grant applications.

44. Discussion or consideration by the board of directors of the Commercial Space Flight Authority of information subject to the exclusion in subdivision 24 of § 2.2-3705.6 related to rate structures or charges for the use of projects of, the sale of products of, or services rendered by the Authority and certain proprietary information of a private entity provided to the Authority.

45. Discussion or consideration of personal and proprietary information related to the resource management plan program and subject to the exclusion in (i) subdivision 25 of § 2.2-3705.6 or (ii) subsection E of § 10.1-104.7. This exclusion shall not apply to the discussion or consideration of records that contain information that has been certified for release by the person who is the subject of the information or transformed into a statistical or aggregate form that does not allow identification of the person who supplied, or is the subject of, the information.

46. (Effective January 15, 2018) Discussion or consideration by the Board of Directors of the Virginia Alcoholic Beverage Control Authority of information subject to the exclusion in subdivision 1 of § 2.2-3705.3 related to investigations of applicants for licenses and permits and of licensees and permittees.

47. Discussion or consideration of grant or loan application records subject to the exclusion in subdivision 28 of § 2.2-3705.6 related to the submission of an application for an award from the Virginia Research Investment Fund pursuant to Article 8 (§ 23.1-3130 et seq.) of Chapter 31 of Title 23.1 or interviews of parties to an application by a reviewing entity pursuant to subsection D of § 23.1-3133 or by the Virginia Research Investment Committee.

48. Discussion or development of grant proposals by a regional council established pursuant to Article 26 (§ 2.2-2484 et seq.) of Chapter 24 to be submitted for consideration to the Virginia Growth and Opportunity Board.

49. Discussion or consideration of (i) individual sexual assault cases by a sexual assault team established pursuant to § 15.2-1627.4 or (ii) individual child abuse or neglect cases or sex offenses involving a child by a child abuse team established pursuant to § 15.2-1627.5.

50. Discussion or consideration by the Board of the Virginia Economic Development Partnership Authority, or any subcommittee thereof, of the portions of the strategic plan, marketing plan, or operational plan exempt from disclosure pursuant to subdivision 33 of § 2.2-3705.7.

51. Those portions of meetings of the subcommittee of the Board of the Virginia Economic Development Partnership Authority established pursuant to subsection F of § 2.2-2237.3 to review and discuss information received from the Virginia Employment Commission pursuant to subdivision C 2 of § 60.2-114.

B. No resolution, ordinance, rule, contract, regulation or motion adopted, passed or agreed to in a closed meeting shall become effective unless the public body, following the meeting, reconvenes in open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation, or motion that shall have its substance reasonably identified in the open meeting.

C. Public officers improperly selected due to the failure of the public body to comply with the other provisions of this section shall be de facto officers and, as such, their official actions are valid until they obtain notice of the legal defect in their election.

D. Nothing in this section shall be construed to prevent the holding of conferences between two or more public bodies, or their representatives, but these conferences shall be subject to the same procedures for holding closed meetings as are applicable to any other public body.

E. This section shall not be construed to (i) require the disclosure of any contract between the Department of Health Professions and an impaired practitioner entered into pursuant to Chapter 25.1 (§ 54.1-2515 et seq.) of Title 54.1 or (ii) require the board of directors of any authority created pursuant to the Industrial Development and Revenue Bond Act (§ 15.2-4900 et seq.), or any public body empowered to issue industrial revenue bonds by general or special law, to identify a business or industry to which subdivision A 5 applies. However, such business or industry shall be identified as a matter of public record at least 30 days prior to the actual date of the board's authorization of the sale or issuance of such bonds.

1968, c. 479, § 2.1-344; 1970, c. 456; 1973, c. 461; 1974, c. 332; 1976, cc. 467, 709; 1979, cc. 369,

684; 1980, cc. 221, 475, 476, 754; 1981, cc. 35, 471; 1982, cc. 497, 516; 1984, cc. 473, 513; 1985, c. 277; 1988, c. 891; 1989, cc. 56, 358, 478; 1990, cc. 435, 538; 1991, c. 708; 1992, c. 444; 1993, cc. 270, 499; 1995, c. 499; 1996, cc. 855, 862, 902, 905, 1046; 1997, cc. 439, 641, 785, 861; 1999, cc. 485, 518, 703, 726, 849, 867, 868; 2000, cc. 382, 400, 720, 1064; 2001, cc. 231, 844; 2002, cc. 87, 393, 455, 478, 499, 655, 715, 830; 2003, cc. 274, 291, 332, 618, 703; 2004, cc. 398, 690, 770; 2005, cc. 258, 411, 568; 2006, cc. 430, 499, 518, 560; 2007, cc. 133, 374, 566, 739; 2008, cc. 626, 633, 668, 721, 743; 2009, cc. 223, 325, 472, 765, 810, 827, 845; 2010, cc. 310, 630, 808; 2011, cc. 89, 111, 147, 536, 541, 816, 874; 2012, cc. 476, 507, 803, 835; 2013, cc. 571, 580, 695; 2014, c. 225; 2015, cc. 27, 38, 108, 169, 182, 549, 730; 2016, cc. 544, 620, 716, 724, 725, 775, 778, 779; 2017, cc. 587, 616, 778, 796, 804, 816, 824.

§ 2.2-3712. Closed meetings procedures; certification of proceedings.

A. No closed meeting shall be held unless the public body proposing to convene such meeting has taken an affirmative recorded vote in an open meeting approving a motion that (i) identifies the subject matter, (ii) states the purpose of the meeting as authorized in subsection A of § 2.2-3711 or other provision of law and (iii) cites the applicable exemption from open meeting requirements provided in subsection A of § 2.2-3711 or other provision of law. The matters contained in such motion shall be set forth in detail in the minutes of the open meeting. A general reference to the provisions of this chapter, the authorized exemptions from open meeting requirements, or the subject matter of the closed meeting shall not be sufficient to satisfy the requirements for holding a closed meeting.

B. The notice provisions of this chapter shall not apply to closed meetings of any public body held solely for the purpose of interviewing candidates for the position of chief administrative officer. Prior to any such closed meeting for the purpose of interviewing candidates, the public body shall announce in an open meeting that such closed meeting shall be held at a disclosed or undisclosed location within 15 days thereafter.

C. The public body holding a closed meeting shall restrict its discussion during the closed meeting only to those matters specifically exempted from the provisions of this chapter and identified in the motion required by subsection A.

D. At the conclusion of any closed meeting, the public body holding such meeting shall immediately reconvene in an open meeting and shall take a roll call or other recorded vote to be included in the minutes of that body, certifying that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Any member of the public body who believes that there was a departure from the requirements of clauses (i) and (ii), shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place. The statement shall be recorded in the minutes of the public body.

E. Failure of the certification required by subsection D to receive the affirmative vote of a majority of the members of the public body present during a meeting shall not affect the validity or confidentiality of such meeting with respect to matters considered therein in compliance with the provisions of this chapter. The recorded vote and any statement made in connection therewith, shall upon proper authentication, constitute evidence in any proceeding brought to enforce the provisions of this chapter.

F. A public body may permit nonmembers to attend a closed meeting if such persons are deemed necessary or if their presence will reasonably aid the public body in its consideration of a topic that is a subject of the meeting.

G. A member of a public body shall be permitted to attend a closed meeting held by any committee or subcommittee of that public body, or a closed meeting of any entity, however designated, created to perform the delegated functions of or to advise that public body. Such member shall in all cases be permitted to observe the closed meeting of the committee, subcommittee or entity. In addition to the requirements of § 2.2-3707, the minutes of the committee or other entity shall include the identity of the member of the parent public body who attended the closed meeting.

H. Except as specifically authorized by law, in no event may any public body take action on matters discussed in any closed meeting, except at an open meeting for which notice was given as required by § 2.2-3707.

I. Minutes may be taken during closed meetings of a public body, but shall not be required. Such minutes shall not be subject to mandatory public disclosure.

1989, c. 358, § 2.1-344.1; 1999, cc. 703, 726; 2001, c. 844; 2012, c. 428; 2017, c. 616.

§ 2.2-3713. Proceedings for enforcement of chapter.

A. Any person, including the attorney for the Commonwealth acting in his official or individual capacity, denied the rights and privileges conferred by this chapter may proceed to enforce such rights and privileges by filing a petition for mandamus or injunction, supported by an affidavit showing good cause. Such petition may be brought in the name of the person notwithstanding that a request for public records was made by the person's attorney in his representative capacity. Venue for the petition shall be addressed as follows:

1. In a case involving a local public body, to the general district court or circuit court of the county or city from which the public body has been elected or appointed to serve and in which such rights and privileges were so denied;
2. In a case involving a regional public body, to the general district or circuit court of the county or city where the principal business office of such body is located; and
3. In a case involving a board, bureau, commission, authority, district, institution, or agency of the state government, including a public institution of higher education, or a standing or other committee of the General Assembly, to the general district court or the circuit court of the residence of the aggrieved party or of the City of Richmond.

B. In any action brought before a general district court, a corporate petitioner may appear through its officer, director or managing agent without the assistance of counsel, notwithstanding any provision of law or Rule of the Supreme Court of Virginia to the contrary.

C. Notwithstanding the provisions of § 8.01-644, the petition for mandamus or injunction shall be heard within seven days of the date when the same is made, provided the party against whom the petition is brought has received a copy of the petition at least three working days prior to filing. The hearing on any petition made outside of the regular terms of the circuit court of a locality that is included in a judicial circuit with another locality or localities shall be given precedence on the docket of such court over all cases that are not otherwise given precedence by

law.

D. The petition shall allege with reasonable specificity the circumstances of the denial of the rights and privileges conferred by this chapter. A single instance of denial of the rights and privileges conferred by this chapter shall be sufficient to invoke the remedies granted herein. If the court finds the denial to be in violation of the provisions of this chapter, the petitioner shall be entitled to recover reasonable costs, including costs and reasonable fees for expert witnesses, and attorneys' fees from the public body if the petitioner substantially prevails on the merits of the case, unless special circumstances would make an award unjust. In making this determination, a court may consider, among other things, the reliance of a public body on an opinion of the Attorney General or a decision of a court that substantially supports the public body's position.

E. In any action to enforce the provisions of this chapter, the public body shall bear the burden of proof to establish an exclusion by a preponderance of the evidence. No court shall be required to accord any weight to the determination of a public body as to whether an exclusion applies. Any failure by a public body to follow the procedures established by this chapter shall be presumed to be a violation of this chapter.

F. Failure by any person to request and receive notice of the time and place of meetings as provided in § 2.2-3707 shall not preclude any person from enforcing his rights and privileges conferred by this chapter.

1968, c. 479, § 2.1-346; 1976, c. 709; 1978, c. 826; 1989, c. 358; 1990, c. 217; 1996, c. 578; 1999, cc. 703, 726; 2001, c. 844; 2007, c. 560; 2009, c. 634; 2010, c. 299; 2011, cc. 133, 783; 2016, cc. 620, 716.

§ 2.2-3714. Violations and penalties.

In a proceeding commenced against any officer, employee, or member of a public body under § 2.2-3713 for a violation of § 2.2-3704, 2.2-3705.1 through 2.2-3705.7, 2.2-3706, 2.2-3707, 2.2-3708, 2.2-3708.1, 2.2-3710, 2.2-3711 or 2.2-3712, the court, if it finds that a violation was willfully and knowingly made, shall impose upon such officer, employee, or member in his individual capacity, whether a writ of mandamus or injunctive relief is awarded or not, a civil penalty of not less than \$500 nor more than \$2,000, which amount shall be paid into the State Literary Fund. For a second or subsequent violation, such civil penalty shall be not less than \$2,000 nor more than \$5,000.

1976, c. 467, § 2.1-346.1; 1978, c. 826; 1984, c. 252; 1989, c. 358; 1996, c. 578; 1999, cc. 703, 726; 2001, c. 844; 2003, c. 319; 2004, c. 690; 2008, cc. 233, 789; 2011, c. 327; 2017, c. 778.

Code of Virginia

Title 42.1. Libraries

Chapter 7. Virginia Public Records Act.

§ 42.1-76. Legislative intent; title of chapter.

The General Assembly intends by this chapter to establish a single body of law applicable to all public officers and employees on the subject of public records management and preservation and to ensure that the procedures used to manage and preserve public records will be uniform throughout the Commonwealth.

This chapter may be cited as the Virginia Public Records Act.

1976, c. 746.

§ 42.1-76.1. Notice of Chapter.

Any person elected, reelected, appointed, or reappointed to the governing body of any agency subject to this chapter shall (i) be furnished by the agency or public body's administrator or legal counsel with a copy of this chapter within two weeks following election, reelection, appointment, or reappointment and (ii) read and become familiar with the provisions of this chapter.

2006, c. 60.

§ 42.1-77. Definitions.

As used in this chapter:

"Agency" means all boards, commissions, departments, divisions, institutions, authorities, or parts thereof, of the Commonwealth or its political subdivisions and includes the offices of constitutional officers.

"Archival quality" means a quality of reproduction consistent with established standards specified by state and national agencies and organizations responsible for establishing such standards, such as the Association for Information and Image Management, the American National Standards Institute, and the National Institute of Standards and Technology.

"Archival record" means a public record of continuing and enduring value useful to the citizens of the Commonwealth and necessary to the administrative functions of public agencies in the conduct of services and activities mandated by law that is identified on a Library of Virginia approved records retention and disposition schedule as having sufficient informational value to be permanently maintained by the Commonwealth.

"Archives" means the program administered by The Library of Virginia for the preservation of archival records.

"Board" means the State Library Board.

"Conversion" means the act of moving electronic records to a different format, especially data from an obsolete format to a current format.

"Custodian" means the public official in charge of an office having public records.

"Disaster plan" means the information maintained by an agency that outlines recovery techniques and methods to be followed in case of an emergency that impacts the agency's

records.

"Electronic record" means a public record whose creation, storage, and access require the use of an automated system or device. Ownership of the hardware, software, or media used to create, store, or access the electronic record has no bearing on a determination of whether such record is a public record.

"Essential public record" means records that are required for recovery and reconstruction of any agency to enable it to resume its core operations and functions and to protect the rights and interests of persons.

"Librarian of Virginia" means the State Librarian of Virginia or his designated representative.

"Lifecycle" means the creation, use, maintenance, and disposition of a public record.

"Metadata" means data describing the context, content, and structure of records and their management through time.

"Migration" means the act of moving electronic records from one information system or medium to another to ensure continued access to the records while maintaining the records' authenticity, integrity, reliability, and usability.

"Original record" means the first generation of the information and is the preferred version of a record. Archival records should to the maximum extent possible be original records.

"Preservation" means the processes and operations involved in ensuring the technical and intellectual survival of authentic records through time.

"Private record" means a record that does not relate to or affect the carrying out of the constitutional, statutory, or other official ceremonial duties of a public official, including the correspondence, diaries, journals, or notes that are not prepared for, utilized for, circulated, or communicated in the course of transacting public business.

"Public official" means all persons holding any office created by the Constitution of Virginia or by any act of the General Assembly, the Governor and all other officers of the executive branch of the state government, and all other officers, heads, presidents or chairmen of boards, commissions, departments, and agencies of the state government or its political subdivisions.

"Public record" or "record" means recorded information that documents a transaction or activity by or with any public officer, agency or employee of an agency. Regardless of physical form or characteristic, the recorded information is a public record if it is produced, collected, received or retained in pursuance of law or in connection with the transaction of public business. The medium upon which such information is recorded has no bearing on the determination of whether the recording is a public record.

For purposes of this chapter, "public record" shall not include nonrecord materials, meaning materials made or acquired and preserved solely for reference use or exhibition purposes, extra copies of documents preserved only for convenience or reference, and stocks of publications.

"Records retention and disposition schedule" means a Library of Virginia-approved timetable stating the required retention period and disposition action of a records series. The administrative, fiscal, historical, and legal value of a public record shall be considered in appraising its appropriate retention schedule. The terms "administrative," "fiscal," "historical,"

and "legal" value shall be defined as:

1. "Administrative value": Records shall be deemed of administrative value if they have continuing utility in the operation of an agency.
2. "Fiscal value": Records shall be deemed of fiscal value if they are needed to document and verify financial authorizations, obligations, and transactions.
3. "Historical value": Records shall be deemed of historical value if they contain unique information, regardless of age, that provides understanding of some aspect of the government and promotes the development of an informed and enlightened citizenry.
4. "Legal value": Records shall be deemed of legal value if they document actions taken in the protection and proving of legal or civil rights and obligations of individuals and agencies.

1976, c. 746; 1977, c. 501; 1981, c. 637; 1987, c. 217; 1990, c. 778; 1994, cc. 390, 955; 1998, cc. 427, 470; 2005, c. 787; 2006, c. 60.

§ 42.1-78. Confidentiality safeguarded.

Any records made confidential by law shall be so treated. Records which by law are required to be closed to the public shall not be deemed to be made open to the public under the provisions of this chapter. Records in the custody of The Library of Virginia which are required to be closed to the public shall be open for public access 75 years after the date of creation of the record. No provision of this chapter shall be construed to authorize or require the opening of any records ordered to be sealed by a court. All records deposited in the archives that are not made confidential by law shall be open to public access.

1976, c. 746; 1979, c. 110; 1990, c. 778; 1994, c. 64; 2006, c. 60.

§ 42.1-79. Records management function vested in The Library of Virginia.

A. The archival and records management function shall be vested in The Library of Virginia. The Library of Virginia shall be the official custodian and trustee for the Commonwealth of all public records of whatever kind, and regardless of physical form or characteristics, that are transferred to it from any agency. As the Commonwealth's official repository of public records, The Library of Virginia shall assume ownership and administrative control of such records on behalf of the Commonwealth. The Library of Virginia shall own and operate any equipment necessary to manage and retain control of electronic archival records in its custody, but may, at its discretion, contract with third-party entities to provide any or all services related to managing archival records on equipment owned by the contractor, by other third parties, or by The Library of Virginia.

B. The Librarian of Virginia shall name a State Archivist who shall perform such functions as the Librarian of Virginia assigns.

C. Whenever legislation affecting public records management and preservation is under consideration, The Library of Virginia shall review the proposal and advise the General Assembly on the effects of its proposed implementation.

1976, c. 746; 1986, c. 565; 1990, c. 778; 1994, c. 64; 1998, c. 427; 2005, c. 787; 2006, c. 60.

§ 42.1-79.1. Repealed.

Repealed by Acts 2005, c. 787, cl. 2.

§ 42.1-80. Repealed.

Repealed by Acts 2003, c. 177.

§ 42.1-82. Duties and powers of Library Board.

A. The State Library Board shall:

1. Issue regulations concerning procedures for the disposal, physical destruction or other disposition of public records containing social security numbers. The procedures shall include all reasonable steps to destroy such documents by (i) shredding, (ii) erasing, or (iii) otherwise modifying the social security numbers in those records to make them unreadable or undecipherable by any means.

2. Issue regulations and guidelines designed to facilitate the creation, preservation, storage, filing, reformatting, management, and destruction of public records by agencies. Such regulations shall mandate procedures for records management and include recommendations for the creation, retention, disposal, or other disposition of public records.

B. The State Library Board may establish advisory committees composed of persons with expertise in the matters under consideration to assist the Library Board in developing regulations and guidelines.

1976, c. 746; 1977, c. 501; 1981, c. 637; 1990, c. 778; 1994, cc. 64, 955; 2003, cc. 914, 918; 2005, c. 787; 2006, c. 60.

§ 42.1-83. Repealed.

Repealed by Acts 2006, c. 60, cl. 2.

§ 42.1-84. Repealed.

Repealed by Acts 2005, c. 787, cl. 2.

§ 42.1-85. Records Management Program; agencies to cooperate; agencies to designate records officer.

A. The Library of Virginia shall administer a records management program for the application of efficient and economical methods for managing the lifecycle of public records consistent with regulations and guidelines promulgated by the State Library Board, including operation of a records center or centers. The Library of Virginia shall establish procedures and techniques for the effective management of public records, make continuing surveys of records and records keeping practices, and recommend improvements in current records management practices, including the use of space, equipment, software, and supplies employed in creating, maintaining, and servicing records.

B. Any agency with public records shall cooperate with The Library of Virginia in conducting surveys. Each agency shall establish and maintain an active, continuing program for the economical and efficient management of the records of such agency. The agency shall be responsible for ensuring that its public records are preserved, maintained, and accessible throughout their lifecycle, including converting and migrating electronic records as often as necessary so that information is not lost due to hardware, software, or media obsolescence or deterioration. Any public official who converts or migrates an electronic record shall ensure that it is an accurate copy of the original record. The converted or migrated record shall have the force of the original.

C. Each state agency and political subdivision of this Commonwealth shall designate as many as appropriate, but at least one, records officer to serve as a liaison to The Library of Virginia for the purposes of implementing and overseeing a records management program, and coordinating legal disposition, including destruction, of obsolete records. Designation of state agency records officers shall be by the respective agency head. Designation of a records officer for political subdivisions shall be by the governing body or chief administrative official of the political subdivision. Each entity responsible for designating a records officer shall provide The Library of Virginia with the name and contact information of the designated records officer, and shall ensure that such information is updated in a timely manner in the event of any changes.

D. The Library of Virginia shall develop and make available training and education opportunities concerning the requirements of and compliance with this chapter for records officers in the Commonwealth.

1976, c. 746; 1990, c. 778; 1994, c. 64; 1998, c. 427; 2006, c. 60.

§ 42.1-86. Essential public records; security recovery copies; disaster plans.

A. In cooperation with the head of each agency, The Library of Virginia shall establish and maintain a program for the selection and preservation of essential public records. The program shall provide for preserving, classifying, arranging, and indexing essential public records so that such records are made available to the public. The program shall provide for making recovery copies or designate as recovery copies existing copies of such essential public records.

B. Recovery copies shall meet quality standards established by The Library of Virginia and shall be made by a process that accurately reproduces the record and forms a durable medium. A recovery copy may also be made by creating a paper or electronic copy of an original electronic record. Recovery copies shall have the same force and effect for all purposes as the original record and shall be as admissible in evidence as the original record whether the original record is in existence or not. Recovery copies shall be preserved in the place and manner prescribed by the State Library Board and the Governor.

C. The Library of Virginia shall develop a plan to ensure preservation of public records in the event of disaster or emergency as defined in § 44-146.16. This plan shall be coordinated with the Department of Emergency Management and copies shall be distributed to all agency heads. The plan shall be reviewed and updated at least once every five years. The personnel of the Library shall be responsible for coordinating emergency recovery operations when public records are affected. Each agency shall ensure that a plan for the protection and recovery of public records is included in its comprehensive disaster plan.

1976, c. 746; 1980, c. 365; 1990, c. 778; 1994, c. 64; 1998, c. 427; 2005, c. 787; 2006, c. 60.

§ 42.1-86.1. Disposition of public records.

A. No agency shall sell or give away public records. No agency shall destroy or discard a public record unless (i) the record appears on a records retention and disposition schedule approved pursuant to § 42.1-82 and the record's retention period has expired; (ii) a certificate of records destruction, as designated by the Librarian of Virginia, has been properly completed and approved by the agency's designated records officer; and (iii) there is no litigation, audit, investigation, request for records pursuant to the Virginia Freedom of Information Act (§ 2.2-3700 et seq.), or renegotiation of the relevant records retention and disposition schedule pending

at the expiration of the retention period for the applicable records series. After a record is destroyed or discarded, the agency shall forward the original certificate of records destruction to The Library of Virginia.

B. No agency shall destroy any public record created before 1912 without first offering it to The Library of Virginia.

C. Each agency shall ensure that records created after July 1, 2006 and authorized to be destroyed or discarded in accordance with subsection A, are destroyed or discarded in a timely manner in accordance with the provisions of this chapter; provided, however, such records that contain identifying information as defined in clauses (iii) through (ix), or clause (xii) of subsection C of § 18.2-186.3, shall be destroyed within six months of the expiration of the records retention period.

1990, c. 778; 1998, c. 427; 2005, c. 787; 2006, cc. 60, 909.

§ 42.1-87. Archival public records.

A. Custodians of archival public records shall keep them in fire-resistant, environmentally controlled, physically secure rooms designed to ensure proper preservation and in such arrangement as to be easily accessible. Current public records should be kept in the buildings in which they are ordinarily used. It shall be the duty of each agency to consult with The Library of Virginia to determine the best manner in which to store long-term or archival electronic records. In entering into a contract with a third-party storage provider for the storage of public records, an agency shall require the third-party to cooperate with The Library of Virginia in complying with rules and regulations promulgated by the Board.

B. Public records deemed unnecessary for the transaction of the business of any state agency, yet deemed to be of archival value, may be transferred with the consent of the Librarian of Virginia to the custody of the Library of Virginia.

C. Public records deemed unnecessary for the transaction of the business of any county, city, or town, yet deemed to be of archival value, shall be stored either in The Library of Virginia or in the locality, at the decision of the local officials responsible for maintaining public records. Archival public records shall be returned to the locality upon the written request of the local officials responsible for maintaining local public records. Microfilm shall be stored in The Library of Virginia but the use thereof shall be subject to the control of the local officials responsible for maintaining local public records.

D. Record books deemed archival should be copied or repaired, renovated or rebound if worn, mutilated, damaged or difficult to read. Whenever the public records of any public official are in need of repair, restoration or rebinding, a judge of the court of record or the head of such agency or political subdivision of the Commonwealth may authorize that the records in need of repair be removed from the building or office in which such records are ordinarily kept, for the length of time necessary to repair, restore or rebind them, provided such restoration and rebinding preserves the records without loss or damage to them. Before any restoration or repair work is initiated, a treatment proposal from the contractor shall be submitted and reviewed in consultation with The Library of Virginia. Any public official who causes a record book to be copied shall attest it and shall certify an oath that it is an accurate copy of the original book. The copy shall then have the force of the original.

E. Nothing in this chapter shall be construed to divest agency heads of the authority to determine

the nature and form of the records required in the administration of their several departments or to compel the removal of records deemed necessary by them in the performance of their statutory duty.

1976, c. 746; 1994, cc. 64, 955; 2005, c. 787; 2006, c. 60.

§ 42.1-88. Custodians to deliver all records at expiration of term; penalty for noncompliance.

Any custodian of any public records shall, at the expiration of his term of office, appointment or employment, deliver to his successor, or, if there be none, to The Library of Virginia, all books, writings, letters, documents, public records, or other information, recorded on any medium kept or received by him in the transaction of his official business; and any such person who shall refuse or neglect for a period of ten days after a request is made in writing by the successor or Librarian of Virginia to deliver the public records as herein required shall be guilty of a Class 3 misdemeanor.

1976, c. 746; 1994, c. 64; 1998, c. 427.

§ 42.1-89. Petition and court order for return of public records not in authorized possession.

The Librarian of Virginia or his designated representative such as the State Archivist or any public official who is the custodian of public records in the possession of a person or agency not authorized by the custodian or by law to possess such public records shall petition the circuit court in the city or county in which the person holding such records resides or in which the materials in issue, or any part thereof, are located for the return of such records. The court shall order such public records be delivered to the petitioner upon finding that the materials in issue are public records and that such public records are in the possession of a person not authorized by the custodian of the public records or by law to possess such public records. If the order of delivery does not receive compliance, the plaintiff shall request that the court enforce such order through its contempt power and procedures.

1975, c. 180; 1976, c. 746; 1998, c. 427.

§ 42.1-90. Seizure of public records not in authorized possession.

A. At any time after the filing of the petition set out in § 42.1-89 or contemporaneous with such filing, the person seeking the return of the public records may by ex parte petition request the judge or the court in which the action was filed to issue an order directed at the sheriff or other proper officer, as the case may be, commanding him to seize the materials which are the subject of the action and deliver the same to the court under the circumstances hereinafter set forth.

B. The judge aforesaid shall issue an order of seizure upon receipt of an affidavit from the petitioner which alleges that the material at issue may be sold, secreted, removed out of this Commonwealth or otherwise disposed of so as not to be forthcoming to answer the final judgment of the court respecting the same; or that such property may be destroyed or materially damaged or injured if permitted to remain out of the petitioner's possession.

C. The aforementioned order of seizure shall issue without notice to the respondent and without the posting of any bond or other security by the petitioner.

1975, c. 180; 1976, c. 746.

§ 42.1-90.1. Auditing.

The Librarian may, in his discretion, conduct an audit of the records management practices of

any agency. Any agency subject to the audit shall cooperate and provide the Library with any records or assistance that it requests. The Librarian shall compile a written summary of the findings of the audit and any actions necessary to bring the agency into compliance with this chapter. The summary shall be a public record, and shall be made available to the agency subject to the audit, the Governor, and the chairmen of the House and Senate Committees on General Laws and the House Appropriations and Senate Finance Committees of the General Assembly.

2006, c. 60.

§ 42.1-91. Repealed.

Repealed by Acts 2006, c. 60, cl. 2.

MEMORANDUM

TO: Board of Supervisors

FR: Thomas Judge, Director of Joint Administrative Services

DT: 1/8/2018

RE: *January Finance Agenda*

1. **Circuit Court Clerk Part Time Salaries.**
2. **Bills and Claims.** This is recommended for approval.
3. **Standing Reports.** The following report is attached: Reconciliation of Appropriations. General Fund Balance. Capital Projects. YTD Budget Report

CLERK'S OFFICE

Clarke County Circuit Court

102 NORTH CHURCH STREET
P.O. BOX 189
BERRYVILLE, VIRGINIA 22611
Phone (540) 955-5116
Fax (540) 955-0284

RECEIVED

DEC - 4 2017

Clarke County

HELEN BUTTS, *Clerk*

DEPUTY CLERKS:
April F. Wilkerson
Carolyn L. DeHaven

December 1, 2017

Mr. David Weiss, Chairman
Clarke County Board of Supervisors
101 Chalmers Court
Berryville, Va. 22611

Dear Mr. Weiss

Thank you for allowing me to hire a part-time person for the office. Kate Anderson began September 6, 2017. She works approximately 20 hours per week. She is a very capable, fast learning individual and seems to be very interested in learning more about the workings of the office.

I spoke with the Compensation Board regarding the addition of a new position for the office. They feel certain they can approve our request, but not before July 1, 2018.

The Board approved hiring a part-time employee at the rate of \$15.00 per hour.

I am officially asking the County to approve the full-time position at this time. The County would be paying, approximately an additional \$12,000.00 per year, plus benefits, until July, 2018, when the Compensation Board would begin rebursing their portion of her salary.

Thank you for your consideration.

Sincerely,



Helen Butts, Clerk

Cc: Barbara J Byrd
Mary Costello Daniel
Terri T Catlett
Beverly B McKay
David Ash
Thomas Judge

**Clarke County
Invoice History Report
December 31, 2017**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Amazon Acct	Electoral Materials & Supplies	OFFICE SUPPLIES, GENERAL	10/27/2017	11.96
Amazon Acct	Sheriff Mtls & Supplies Commun	iphone cases	10/24/2017	69.57
Amazon Acct	IT Materials & Supplies	OFFICE SUPPLIES, GENERAL	10/16/2017	54.99
Amazon Acct	Sheriff Materials & Supplies	SPORTING GOODS, ATHLETIC EQUIP	10/08/2017	28.28
Amazon Acct Total				164.80
Anderson Control	Sheriff Purchased Services	Service Call	11/16/2017	100.00
Anderson Control	Maintenanc Purchased Services	rm Anderson Co ACO Alarm Monitoring	12/07/2017	252.00
Anderson Control	Maintenanc Purchased Services	rm Anderson C. 524 Westwood fire alarm monit	12/07/2017	252.00
Anderson Control Total				604.00
Artisans Center	Econ Dev Dues Subscr & Memb	Top of VA Artisans FY2018 support	11/20/2017	1,000.00
Artisans Center Total				1,000.00
At&t	County Adm Telephone	Acct 287015712672 School/Gov c	10/23/2017	42.06
At&t	IT Telephone	Acct 287015712672 School/Gov c	10/23/2017	113.47
At&t	Registrar Telephone	Acct 287015712672 School/Gov c	10/23/2017	61.41
At&t	Comm Atty Telephone	Acct 287015712672 School/Gov c	10/23/2017	168.24
At&t	Sheriff Telephone	12/01/2017 Statement	12/01/2017	15.70
At&t	Sheriff Telephone	Acct 287015712672 School/Gov c	10/23/2017	1,022.00
At&t	EMS Telephone	Acct 287015712672 School/Gov c	10/23/2017	68.64
At&t	Bldg Insp Telephone	Acct 287015712672 School/Gov c	10/23/2017	342.80
At&t	AnimalCtrl Telephone	Acct 287015712672 School/Gov c	10/23/2017	14.08
At&t	Maintenanc Telephone	Acct 287015712672 School/Gov c	10/23/2017	224.10
At&t	Econ Dev Telephone	Acct 287015712672 School/Gov c	10/23/2017	42.06
At&t	VictimWit Telephone	Acct 287015712672 School/Gov c	10/23/2017	42.06
At&t Total				2,156.62
BB&T	BoS Travel	BoS VACo, Emp App; Bldg Dues	12/08/2017	477.85
BB&T	BoS Miscellaneous Expenditures	BoS VACo, Emp App; Bldg Dues	12/08/2017	725.00
BB&T	Electoral Leases & Rentals	1636-Registrar U-haul	12/08/2017	197.96
BB&T	Sheriff Purchased Services	Statement	12/08/2017	255.00
BB&T	Sheriff Travel - Sworn Staff	Statement	12/08/2017	7.41
BB&T	Sheriff Mtls & Supplies Commun	Statement	12/08/2017	452.78
BB&T	Sheriff Police Supplies	Statement	12/08/2017	6.83
BB&T	Sheriff Police Supplies	Statement	12/08/2017	617.44
BB&T	Sheriff Office Supplies	Statement	12/08/2017	43.91
BB&T	Sheriff Vehicle Repair Parts	Statement	12/08/2017	107.94
BB&T	Sheriff Uniform Communications	Returned Merchandise	12/08/2017	-117.90
BB&T	Sheriff Uniform Communications	Statement	12/08/2017	125.10
BB&T	Sheriff Uniform Sworn Staff	Statement	12/08/2017	24.42
BB&T	EMS Travel	BB&T Credit Card Statement 12/8/17 Fire & EMS	12/08/2017	1,110.40
BB&T	Bldg Insp Dues Subscr & Memb	BoS VACo, Emp App; Bldg Dues	12/08/2017	90.00
BB&T	Maintenanc Materials & Supplie	rm BB&T credit card for 11/14/17 to 12/02/17	12/08/2017	649.00
BB&T	Parks Adm Dues Subscr & Memb	Supplies	11/30/2017	40.00
BB&T	Parks Adm Materials & Supplies	Supplies	11/30/2017	53.68
BB&T	Maintenanc Materials & Supplie	rm BB&T credit card for 11/14/17 to 12/02/17	12/08/2017	280.00
BB&T	Maintenanc Materials & Supplie	rm BB&T credit card for 11/14/17 to 12/02/17	12/08/2017	119.85
BB&T	Finance Dues Subscr & Memb	1636 - Purchasing membership	12/08/2017	35.00
BB&T	Sheriff Materials & Supplies	Statement	12/08/2017	16.38
BB&T	Sheriff Materials & Supplies	Statement	12/08/2017	133.51
BB&T Total				5,451.56
Berryville Auto Part	Sheriff Purchased Services	Vehicle Repair - 1302	12/05/2017	16.00
Berryville Auto Part	Sheriff Purchased Services	Vehicle Repair - 1401	12/05/2017	90.00
Berryville Auto Part	Sheriff Police Supplies	Ladar supplies	11/30/2017	2.45
Berryville Auto Part	Sheriff Vehicle Repair Parts	Vehicle Repair - 0801	11/30/2017	4.47
Berryville Auto Part	Sheriff Vehicle Repair Parts	Vehicle Repair - 1302	12/05/2017	2.00
Berryville Auto Part	Sheriff Vehicle Repair Parts	Vehicle Repair - 1401	12/05/2017	2.00
Berryville Auto Part	Maintenanc Materials & Supplie	rm BAP Maint BD Truck radial repair	11/08/2017	16.50
Berryville Auto Part	Maintenanc Materials & Supplie	rm BAP Maint wax and wash mop	11/27/2017	19.87
Berryville Auto Part	Maintenanc Materials & Supplie	rm BAP Main white reflective tape	12/04/2017	4.22

**Clarke County
Invoice History Report
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VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Berryville Auto Part	Maintenanc Materials & Supplie	rm BAP Maint Service & State Inspect on 2017 Ford	12/06/2017	40.82
Berryville Auto Part	Maintenanc Materials & Supplie	rm BAP Maint service 2015 Ford	12/06/2017	39.37
Berryville Auto Part	Maintenanc Materials & Supplie	rm BAP Park Van service,state inspection ,breakwor	12/06/2017	480.16
Berryville Auto Part	Maintenanc Materials & Supplie	rm BAP Maint 96 Ford Service and State Inspection	12/07/2017	53.76
Berryville Auto Part	Maintenanc Materials & Supplie	rm BAP ACO 05 Van Service and State Inspection	12/09/2017	143.87
Berryville Auto Part	Maintenanc Materials & Supplie	rm BPO Maint 97 Ford Service and State Inspect	12/14/2017	90.73
Berryville Auto Part	Maintenanc Materials & Supplie	rm BAP Mr. Ash Explorer Service and state inspect	12/14/2017	45.95
Berryville Auto Part	Maintenanc Materials & Supplie	rm BAP ACO kit spr valve pk	12/09/2017	15.14
Berryville Auto Part Total				1,067.31
Berryville True Valu	Maintenanc Materials & Supplie	rm BH Maint shovels	12/11/2017	61.98
Berryville True Valu	Maintenanc Materials & Supplie	rm BH Maint single key cut	12/11/2017	8.00
Berryville True Valu	Maintenanc Materials & Supplie	rm BH Maint disconnects	12/13/2017	4.58
Berryville True Valu	Maintenanc Materials & Supplie	rm BH 102 N. Chruch batteries for lock	11/28/2017	7.99
Berryville True Valu	Maintenanc Materials & Supplie	rm BH 524 Westwood lime away	12/18/2017	6.99
Berryville True Valu	Maintenanc Materials & Supplie	rm BH Pool mpt plug to Winterize	11/27/2017	7.74
Berryville True Valu Total				97.28
Blossman Gas, Inc.	Maintenanc Heating	rm Blossman ACO LP gas	11/15/2017	197.51
Blossman Gas, Inc.	Maintenanc Heating	rm Blossman ACO lp gas	12/15/2017	409.40
Blossman Gas, Inc. Total				606.91
Blue Sky Towers	Sheriff Leases & Rentals	Tower, Transmitter, 12/01-01/01	12/01/2017	2,380.50
Blue Sky Towers Total				2,380.50
Bosserman, Barbara	Registrar Travel	VRAV Mtg 12/08/2017	12/08/2017	18.28
Bosserman, Barbara Total				18.28
Bouffault, Robina	Plan Com Board Member Fees	Attd @ Dec PC mtgs	12/04/2017	100.00
Bouffault, Robina Total				100.00
Broy & Son Pump	Maintenanc Purchased Services	rm BroySon Park winterize concess&bathrooms	11/27/2017	489.24
Broy & Son Pump Total				489.24
Broys Car Wash	Sheriff Purchased Services	Car Wash	11/30/2017	80.50
Broys Car Wash Total				80.50
Buckley, Randy	Plan Com Board Member Fees	Attd @ Dec PC mtgs	12/04/2017	100.00
Buckley, Randy Total				100.00
Caldwell, Anne	Plan Com Board Member Fees	Attd @ Dec PC Mtgs	12/04/2017	100.00
Caldwell, Anne Total				100.00
Capelli, Len	Econ Dev Purchased Services	Econ Dev Pd 11 10-25 thru 11-30-2017	12/06/2017	1,527.50
Capelli, Len Total				1,527.50
Cardillo, Robin Couc	Cnsrv Esmt Donation- Purch Svc	CEA Services	12/12/2017	1,046.86
Cardillo, Robin Couc Total				1,046.86
Chatman, Stacey	Programs Purchased Services	Contrated Employee	12/15/2017	300.30
Chatman, Stacey Total				300.30
Chief Supply Corp	Sheriff Police Supplies	Mag Charger	12/06/2017	96.84
Chief Supply Corp	Sheriff Uniform Sworn Staff	Uniform	12/06/2017	18.49
Chief Supply Corp Total				115.33
Comcast	Sheriff Purchased Services	Comcast High-Speed Internet	12/15/2017	87.27
Comcast Total				87.27
Commercial Press	Electoral Printing & Binding	#11 Envelopes	11/17/2017	81.75
Commercial Press Total				81.75
Costco	Rec Center Merch for Resale	Supplies	12/01/2017	19.99
Costco	Programs Materials & Supplies	Supplies	12/01/2017	199.75
Costco Total				219.74
County of Frederick	RefuseDisp Intergov Svc Agreem	Refuse	12/05/2017	876.12
County of Frederick	RefuseDisp Intergov Svc Agreem	refuse	12/05/2017	17.26
County of Frederick	RefuseDisp Intergov Svc Agreem	Refuse disposal/Container fee Sept 17	10/24/2017	8,858.48
County of Frederick Total				9,751.86
Daly Computers	IT Materials & Supplies	GIS plotter	11/30/2017	378.00
Daly Computers	Tk Improve Capital Outlay Repl	GIS plotter	11/30/2017	7,352.08
Daly Computers Total				7,730.08
DDL Business Sys	Clk of CC Maint Contracts	Contract 10240E-01 Circuit Ct copier	10/25/2017	52.21

**Clarke County
Invoice History Report
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VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
DDL Business Sys	Clk of CC Maint Contracts	Contract 10240E-01 Circuit Ct copier	11/25/2017	61.16
DDL Business Sys	Parks Adm Maint Contracts	Contract 10240-13 Copier SN C7 CCPRD	11/25/2017	143.10
DDL Business Sys Total				256.47
Dehaven Berkeley	Comm Atty Materials & Supplies	December water bill	12/07/2017	18.85
Dehaven Berkeley	Sheriff Mtls & Supplies Commun	water	12/07/2017	24.85
Dehaven Berkeley	Sheriff Office Supplies	Water	12/07/2017	12.90
Dehaven Berkeley Total				56.60
Department of State	Sheriff Purchased Services	fingerprinting billing acct 48127	12/01/2017	50.00
Department of State Total				50.00
DMV	Treasurer DMV Stop	November 2017 DMV Stops	11/30/2017	630.00
DMV Total				630.00
Emmart Oil	Maintenanc Materials & Supplie	rm Emmart Oil 524 Westwood Heating oil	12/07/2017	177.72
Emmart Oil Total				177.72
Fire Protection	Maintenanc Materials & Supplie	rm Fire Protction SD fill and 2 new extinguishers	12/04/2017	89.75
Fire Protection Total				89.75
Frederick-Winchester	Sanitation Intergov Svc Agreem	November service charge	12/11/2017	2,616.49
Frederick-Winchester Total				2,616.49
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	Shirts	11/28/2017	57.95
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	shirts	11/29/2017	59.99
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	Uniforms	12/07/2017	285.94
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	Ties	12/08/2017	29.47
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	pants	12/08/2017	87.33
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	ties	12/08/2017	29.48
Galls/Best Uniforms Total				550.16
GCA	Maintenanc Custodial Contracts	rm GCA County Cleaning for Dec 2017	12/01/2017	3,366.23
GCA	JGC Maintenanc Custodial Contr	rm GCA County Cleaning for Dec 2017	12/01/2017	2,332.38
GCA	Maintenance Custodial Contract	rm GCA Rec Center clean senior center	11/30/2017	127.60
GCA	Maintenanc Custodial Contracts	rm GCA County Cleaning for Dec 2017	12/01/2017	293.78
GCA	Maintenanc Custodial Contracts	rm GCA County Cleaning for Dec 2017	12/01/2017	1,387.51
GCA Total				7,507.50
General Sales of Vir	Maintenanc Materials & Supplie	rm GSales County ice melt and cleaning supplies	12/08/2017	1,286.96
General Sales of Vir Total				1,286.96
Gray, Ginger	Programs Purchased Services	Contracted Employee	12/01/2017	145.60
Gray, Ginger	Programs Purchased Services	Contracted Employee	12/15/2017	109.20
Gray, Ginger Total				254.80
Greatscapes	Maintenanc Maint Contracts	rm GScapes County Mowing for Nov 2017	11/30/2017	3,210.00
Greatscapes	Maintenanc Maint Contracts	rm Great Scapes fertilization for county compound	12/06/2017	225.00
Greatscapes Total				3,435.00
Grubb, Kristen	Programs Purchased Services	contracted	12/15/2017	141.05
Grubb, Kristen Total				141.05
Hall, Monahan	Legal Svc Purchased Svcs	PA \$1412.50; BoS \$2122.50; CC2018-01 \$2170	12/04/2017	4,292.50
Hall, Monahan	Plan Adm Purchased Services	PA \$1412.50; BoS \$2122.50; CC2018-01 \$2170	12/04/2017	1,412.50
Hall, Monahan Total				5,705.00
Hurt&Proffitt	Citizens Conv Ctr Eng & Archit	conv center plan prep	11/30/2017	1,546.31
Hurt&Proffitt Total				1,546.31
IAPE	Sheriff Dues Subscr & Memb	Membership for B Rosenberry	12/01/2017	50.00
IAPE Total				50.00
J Douglas Moler Insu	Treasurer Purchased Services	Bond Insurance	12/13/2017	100.00
J Douglas Moler Insu	Treasurer Purchased Services	Bond correction amount	12/18/2017	225.00
J Douglas Moler Insu Total				325.00
J.D. Power	Com of Rev Dues Subscr & Memb	comm trk/used car	11/01/2017	167.50
J.D. Power Total				167.50
Johnston, Jane	Programs Purchased Services	Contracted Employee	12/15/2017	623.35
Johnston, Jane Total				623.35
Kennedy, Jacob	Sheriff Uniform Sworn Staff	Boots	12/01/2017	132.61
Kennedy, Jacob Total				132.61
Kruhm, Douglas	Plan Com Board Member Fees	Attd @ PC Dec mtgs	12/04/2017	100.00

**Clarke County
Invoice History Report
December 31, 2017**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Kruhm, Douglas Total				100.00
Kustom Signals Inc	Sheriff Police Supplies	Equipment	12/04/2017	45.00
Kustom Signals Inc Total				45.00
Lee, Frank	Plan Com Board Member Fees	Attd @ PC Dec mtgs	12/04/2017	50.00
Lee, Frank Total				50.00
LexisNexis	BoS Materials & Supplies	Va Code Rules Vol 11	12/07/2017	22.94
LexisNexis	Comm Atty Dues Subscr & Memb	Law of Evidence 2017 supplement	12/13/2017	178.10
LexisNexis	Sheriff Purchased Services	Monthly Service	11/30/2017	50.00
LexisNexis Total				251.04
Lowe's	Maintenanc Materials & Supplie	rm Lowe's Maint tools CCHS lumber	12/06/2017	227.06
Lowe's	Rec Center Materials & Supplie	mr clean/mop/duster	12/01/2017	94.82
Lowe's Total				321.88
Malone, Gwendolyn	Plan Com Board Member Fees	Attd @ PC Dec mtgs	12/04/2017	100.00
Malone, Gwendolyn Total				100.00
Mansfield Oil Co	County Adm Vehicle Fuel	rm Mans Oil County fuel for 11/16/17-11/30/17	12/01/2017	29.56
Mansfield Oil Co	County Adm Vehicle Fuel	rm Mansfield Oil Fuel 12/1/17-12/15/17	12/18/2017	30.68
Mansfield Oil Co	Sheriff Vehicle Fuel	Fuel for 11/16 - 11/30/2017	12/01/2017	1,803.41
Mansfield Oil Co	Sheriff Vehicle Fuel	Fuel for 12/01 - 12/15/2017	12/18/2017	1,849.42
Mansfield Oil Co	EMS Vehicle Fuel	rm Mans Oil County fuel for 11/16/17-11/30/17	12/01/2017	57.77
Mansfield Oil Co	EMS Vehicle Fuel	rm Mansfield Oil Fuel 12/1/17-12/15/17	12/18/2017	71.49
Mansfield Oil Co	Bldg Insp Vehicle Fuel	rm Mans Oil County fuel for 11/16/17-11/30/17	12/01/2017	81.23
Mansfield Oil Co	Bldg Insp Vehicle Fuel	rm Mansfield Oil Fuel 12/1/17-12/15/17	12/18/2017	120.14
Mansfield Oil Co	AnimalCtrl Vehicle Fuel	rm Mans Oil County fuel for 11/16/17-11/30/17	12/01/2017	75.42
Mansfield Oil Co	AnimalCtrl Vehicle Fuel	rm Mansfield Oil Fuel 12/1/17-12/15/17	12/18/2017	38.84
Mansfield Oil Co	Maintenanc Vehicle Fuel	rm Mans Oil County fuel for 11/16/17-11/30/17	12/01/2017	126.42
Mansfield Oil Co	Maintenanc Vehicle Fuel	rm Mansfield Oil Fuel 12/1/17-12/15/17	12/18/2017	115.15
Mansfield Oil Co	Parks Adm Vehicle Fuel	rm Mansfield Oil Fuel 12/1/17-12/15/17	12/18/2017	39.70
Mansfield Oil Co Total				4,439.23
Marconi, Gloria	Cnsrv Esmt Donation- Purch Svc	CEA Services	12/08/2017	200.00
Marconi, Gloria Total				200.00
Mark Smith	Programs Dues Subscr & Memb	Wrestling fees	12/04/2017	220.00
Mark Smith Total				220.00
Marks Plumbing Parts	Maintenanc Materials & Supplie	rm Marks Maint C&S T&S Repair Kit	12/14/2017	134.42
Marks Plumbing Parts Total				134.42
Marple, Beth	Victim Witnes Matl & Supplies	Reimburse BWM for office supplies	12/13/2017	10.36
Marple, Beth Total				10.36
Matsch Systems	IT Purchased Services	Clarke Net Phacs January 2018	12/04/2017	200.00
Matsch Systems Total				200.00
Maurice Electrical	Maintenanc Materials & Supplie	rm Maurice 102 N . Ch T12 light bulbs	11/20/2017	97.65
Maurice Electrical Total				97.65
Mitchell Homes Inc	Building Permits		12/14/2017	722.39
Mitchell Homes Inc Total				722.39
Motorola Solutions	Sheriff Purchased Services	Calibrate Tuning Forks	11/20/2017	12.00
Motorola Solutions	Sheriff Vehicle Repair Parts	replace volume knob	11/20/2017	13.00
Motorola Solutions Total				25.00
Myers & Woods	Dev Rights Purchased Services	CEA Services	12/07/2017	500.00
Myers & Woods Total				500.00
National Sheriffs	Sheriff Dues Subscr & Memb	Yearly Membership	12/04/2017	115.00
National Sheriffs Total				115.00
Nelson, Clifford M	Plan Com Board Member Fees	Attd @ Dec PC mtgs	12/04/2017	100.00
Nelson, Clifford M Total				100.00
Northwestern Communi	NW Community Svc Entity Gift	FY 18 Qtr 2 Civic Contribution	10/02/2017	22,500.00
Northwestern Communi Total				22,500.00
NRADC	Regional Jail Joint Ops	Expense FY17-FY18 3rd Quarter	12/01/2017	137,817.75
NRADC Total				137,817.75
Office Depot	Inventory - Mtls & Supplies	Acct 41685398 Central store supplies	11/13/2017	76.65
Office Depot	Inventory - Mtls & Supplies	Acct 41685398 Central Store supplies	12/01/2017	133.18

**Clarke County
Invoice History Report
December 31, 2017**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Office Depot Total				209.83
Ohrstrom, George II	Plan Com Board Member Fees	Attd @ Dec mtg	12/04/2017	50.00
Ohrstrom, George II Total				50.00
Olde Master	Sheriff Materials & Supplies	Plaque for Retiree	11/30/2017	150.00
Olde Master Total				150.00
Piedmont Geotechnica	Plan Adm Engineer & Architect	Review of Electrical Resistivity Rpt	12/07/2017	235.00
Piedmont Geotechnica Total				235.00
Pitney Bowes	Com of Rev Materials & Supplie	Postage Machine Ink	11/21/2017	70.69
Pitney Bowes	Treasurer Materials & Supplies	Postage Machine Ink	11/21/2017	70.69
Pitney Bowes	District C Postal Svcs	Leasing charges	12/01/2017	159.00
Pitney Bowes	J&D Court Postal Svcs	leasing charges	11/30/2017	93.00
Pitney Bowes	Sheriff Postal Svcs	Meter Rental	12/12/2017	82.47
Pitney Bowes Total				475.85
Premier Accounts Rec	EMS Purchased Services	Premier Accts Rec Mang-Billing Invoice Nov 2017	12/05/2017	2,186.96
Premier Accounts Rec Total				2,186.96
Prime Media	Sheriff E-Tkt Mat'l & Supplies	Thermal paper	12/08/2017	364.90
Prime Media Total				364.90
Rappahannock Electri	Maintenanc Electric	rm REC County Electric Bills	12/05/2017	28.37
Rappahannock Electri	JGC Maintenanc Electric	rm REC County Electric Bills	12/05/2017	2,338.99
Rappahannock Electri	Maintenanc Electric	rm REC County Electric Bills	12/05/2017	757.96
Rappahannock Electri	Maintenanc Electric	rm REC County Electric Bills	12/05/2017	2,022.63
Rappahannock Electri	Maintenanc Electric	rm REC County Electric Bills	12/05/2017	867.86
Rappahannock Electri	Maintenanc Electric	rm REC County Electric Bills	12/05/2017	371.32
Rappahannock Electri	Maintenanc Electric	rm REC County Electric Bills	12/05/2017	115.66
Rappahannock Electri	Maintenanc Electric	rm REC County Electric Bills	12/05/2017	2,092.46
Rappahannock Electri	Maintenanc Electric	rm REC County Electric Bills	12/05/2017	224.05
Rappahannock Electri	Maintenanc Electric	rm REC County Electric Bills	12/05/2017	113.17
Rappahannock Electri	Maintenanc Electric	rm REC County Electric Bills	12/05/2017	12.35
Rappahannock Electri	Maintenanc Electric	rm REC County Electric Bills	12/05/2017	30.12
Rappahannock Electri	Maintenanc Electric	rm REC County Electric Bills	12/05/2017	564.55
Rappahannock Electri	Maintenanc Electric	rm REC County Electric Bills	12/05/2017	200.23
Rappahannock Electri	Maintenanc Electric	rm REC County Electric Bills	12/05/2017	1,391.46
Rappahannock Electri Total				11,131.18
Republic Services	LitterCtrl Purchased Services	Acct 3-0976-0015268 Gov't Dump	11/30/2017	75.00
Republic Services	LitterCtrl Purchased Services	Acct 3-0976-4784245 Litter Bin	11/30/2017	110.00
Republic Services	Maintenanc Maint Contracts	Acct 3-0976-0015268 Gov't Dump	11/30/2017	626.23
Republic Services	Maintenanc Maint Contracts	Acct 3-0976-0015268 Gov't Dump	11/30/2017	45.21
Republic Services Total				856.44
Rhone, Christopher	Programs Purchased Services	Contracted Employee	11/08/2017	337.50
Rhone, Christopher Total				337.50
Richmond American	Building Permits		12/14/2017	1,782.90
Richmond American Total				1,782.90
Ricoh Usa	District C Maint Contracts	Contract 4225631 GDC/JDC copie	11/02/2017	37.50
Ricoh Usa	J&D Court Maint Contracts	Contract 4225631 GDC/JDC copie	11/02/2017	37.50
Ricoh Usa Total				75.00
Robinson, Farmer, Co	Finance Finance & Auditing	School Activity funds audit FY17	11/29/2017	4,700.00
Robinson, Farmer, Co Total				4,700.00
S&S Worldwide	Programs Materials & Supplies	After School Supplies	11/30/2017	158.12
S&S Worldwide Total				158.12
Schenck Foods Compan	Programs Materials & Supplies	After School Food	11/28/2017	249.27
Schenck Foods Compan Total				249.27
Shade Equipment	Maintenanc Materials & Supplie	rm Shade E Maint 2 spreaders 1 plow control	12/11/2017	758.01
Shade Equipment Total				758.01
Shannon-Baum Signs I	Maintenanc Materials & Supplie	rm Shannon Baum Maint , sign & anchor post rivits	11/30/2017	1,108.20
Shannon-Baum Signs I Total				1,108.20
Shentel	IT Telecomm Online Tech	Government Shentel Dark Fiber	12/01/2017	690.00
Shentel	IT Leases & Rentals	Government Shentel Dark Fiber	12/01/2017	1,980.00

**Clarke County
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VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Shentel Total				2,670.00
Shred-It	Com of Rev Purchased Services	shredding	11/22/2017	70.77
Shred-It	Treasurer Purchased Services	Shred Services - Treas. Office	11/22/2017	47.18
Shred-It Total				117.95
Signet Screen Printi	Sheriff Uniform Communications	ECC Outer Jackets	12/14/2017	413.09
Signet Screen Printi Total				413.09
Spirit of Jefferson	Programs Advertising	Ad for Craft Show	12/05/2017	69.50
Spirit of Jefferson Total				69.50
Sponsellers Flower S	BoS Miscellaneous Expenditures	Loughborough	11/30/2017	50.00
Sponsellers Flower S Total				50.00
Stuart M Perry Inc	Maintenanc Purchased Services	rm SPerry 102 N. Compound gravel back parking lot	10/31/2017	226.14
Stuart M Perry Inc Total				226.14
Supply Room, The	Inventory - Mtls & Supplies	Acct 4506100 Central store supplies	11/16/2017	12.24
Supply Room, The Total				12.24
TeamCraft Roofing	JGC Maintenanc Purchased Servi	rm TeamC Roofing 101 Chalmers Ct roof repairs	11/30/2017	725.56
TeamCraft Roofing	Maintenanc Purchased Services	rm TeamC Roofing 101 Chalmers Ct roof repairs	11/30/2017	431.64
TeamCraft Roofing Total				1,157.20
Tire World	Maintenanc Materials & Supplie	rm Tire World Park Van 4 new tires	12/04/2017	419.20
Tire World Total				419.20
Town of Berryville	JGC Maintenanc Water & Sewer	rm TOB Water & Sewer 101 Chalmers	11/28/2017	111.48
Town of Berryville	Maintenanc Water & Sewer	rm TOB Water & Sewer 100 N. Church	11/28/2017	304.80
Town of Berryville	Maintenanc Water & Sewer	rm TOB Water & Sewer 104 N. Church St	11/02/2017	76.20
Town of Berryville	Maintenanc Water & Sewer	rm TOB Water & Sewer Rec Center	11/28/2017	153.00
Town of Berryville	Maintenanc Water & Sewer	rm TOB Water & Sewer Park Little Leag	11/28/2017	15.00
Town of Berryville	Maintenanc Water & Sewer	rm TOB Water & Sewer Park House	11/28/2017	151.20
Town of Berryville	Maintenanc Water & Sewer	rm TOB Water & Sewer Pool	11/28/2017	50.80
Town of Berryville	Maintenanc Water & Sewer	rm TOB Water & Sewer 313 E.Main St	11/28/2017	50.80
Town of Berryville	Maintenanc Water & Sewer	rm TOB Water & Sewer 311 E. Maint	11/28/2017	50.80
Town of Berryville	Maintenanc Water & Sewer	rm TOB Water & Sewer 129 Ramsburg	11/28/2017	68.00
Town of Berryville	Maintenanc Water & Sewer	rm TOB Water & Sewer 101 Chalmers	11/28/2017	66.32
Town of Berryville Total				1,098.40
TrueShred	Registrar Purchased Services	Document Shredding	12/15/2017	42.00
TrueShred Total				42.00
Turkel, Jon	Plan Com Board Member Fees	Attd @ Dec PC mtgs	12/04/2017	100.00
Turkel, Jon Total				100.00
Tyler Technologies	ERP Sys Purchased Services	Application services 12/01-02/29	12/01/2017	720.44
Tyler Technologies Total				720.44
US Postmaster	Comm Atty Postal Svcs	Postage supplies	12/15/2017	380.00
US Postmaster Total				380.00
USDA Rural Develop	RDA JGC Principal	Dec 2017 Debt Svc Pymt - Joint Gov Center	12/18/2017	7,238.93
USDA Rural Develop	RDA JGC Interest	Dec 2017 Debt Svc Pymt - Joint Gov Center	12/18/2017	13,736.07
USDA Rural Develop Total				20,975.00
VA Victim Assistance	VictimWit Dues Subscr & Memb	membership for Clarke County VW	12/18/2017	100.00
VA Victim Assistance Total				100.00
Vacorp	EMS LODA	Add'l LODA premium final	07/01/2017	256.00
Vacorp Total				256.00
Valley Health	EMS Materials & Supplies	WMC Supply Invoice EMS Nov 2017	12/05/2017	570.96
Valley Health Total				570.96
VCPI	Sheriff Travel - Sworn Staff	Judicial Security Class (Herron / Curtis)	12/06/2017	500.00
VCPI Total				500.00
VEBA	Registrar Dues Subscr & Memb	Member dues	12/07/2017	180.00
VEBA Total				180.00
Verizon	County Adm Telephone	Verizon phone bill	11/26/2017	12.00
Verizon	Com of Rev Telephone	Verizon phone bill	11/26/2017	8.00
Verizon	Treasurer Telephone	Verizon phone bill	11/26/2017	4.00
Verizon	IT Telephone	Verizon phone bill	11/26/2017	223.03
Verizon	Registrar Telephone	Verizon phone bill	11/26/2017	4.00

**Clarke County
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December 31, 2017**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Verizon	District C Telephone	Verizon phone bill	11/26/2017	53.82
Verizon	J&D Court Telephone	Verizon phone bill	11/26/2017	53.11
Verizon	Clk of CC Telephone	Verizon phone bill	11/26/2017	85.31
Verizon	Comm Atty Telephone	Verizon phone bill	11/26/2017	16.00
Verizon	Sheriff Purchased Services	Cell Drop	12/06/2017	65.00
Verizon	Sheriff Telephone	Central Alarm	12/01/2017	997.70
Verizon	Sheriff Telephone	Verizon phone bill	11/26/2017	249.96
Verizon	Sheriff Telephone	Verizon Radio Tower	12/01/2017	45.18
Verizon	EMS Telephone	Verizon phone bill	11/26/2017	47.25
Verizon	Probation Telephone	Verizon phone bill	11/26/2017	4.00
Verizon	Bldg Insp Telephone	Verizon phone bill	11/26/2017	8.00
Verizon	AnimalCtrl Telephone	Verizon phone bill	11/26/2017	40.96
Verizon	Maintenanc Telephone	Verizon phone bill	11/26/2017	40.96
Verizon	Parks Adm Telephone	Verizon phone bill	11/26/2017	65.10
Verizon	Plan Adm Telephone	Verizon phone bill	11/26/2017	20.00
Verizon	Coop Ext Telephone	Verizon phone bill	11/26/2017	4.00
Verizon	Finance Telephone	Verizon phone bill	11/26/2017	113.92
Verizon Total				2,161.30
Virginia Department	Programs Dues Subscr & Memb	Background Check A-15534	12/12/2017	10.00
Virginia Department Total				10.00
Virginia Tech	Maintenanc Materials & Supplie	rm Virginia Tech soccer and baseball soil samples	11/15/2017	70.00
Virginia Tech	Maintenanc Materials & Supplie	rm Virginia Tech soccer and baseball soil samples	11/15/2017	70.00
Virginia Tech Total				140.00
VITA	BoS Telephone	August/September charges	12/13/2017	8.17
VITA	County Adm Telephone	August/September charges	12/13/2017	2.93
VITA	Com of Rev Telephone	August/September charges	12/13/2017	3.86
VITA	Treasurer Telephone	August/September charges	12/13/2017	3.59
VITA	IT Telephone	August/September charges	12/13/2017	687.26
VITA	Registrar Telephone	August/September charges	12/13/2017	5.48
VITA	District C Telephone	August/September charges	12/13/2017	108.34
VITA	J&D Court Telephone	August/September charges	12/13/2017	2.05
VITA	Clk of CC Telephone	August/September charges	12/13/2017	2.18
VITA	Comm Atty Telephone	August/September charges	12/13/2017	12.54
VITA	Sheriff Telephone	August/September charges	12/13/2017	842.64
VITA	EMS Telephone	August/September charges	12/13/2017	0.09
VITA	Bldg Insp Telephone	August/September charges	12/13/2017	6.88
VITA	AnimalCtrl Telephone	August/September charges	12/13/2017	1.46
VITA	Maintenanc Telephone	August/September charges	12/13/2017	0.51
VITA	Parks Adm Telephone	August/September charges	12/13/2017	12.06
VITA	Plan Adm Telephone	August/September charges	12/13/2017	13.22
VITA	Coop Ext Telephone	August/September charges	12/13/2017	6.97
VITA	Finance Telephone	August/September charges	12/13/2017	3.79
VITA	Maintenanc Telephone	August/September charges	12/13/2017	407.95
VITA Total				2,131.97
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	12/01/2017	1,507.77
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	12/04/2017	678.37
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	12/05/2017	739.71
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	12/06/2017	289.71
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	12/07/2017	342.00
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	12/08/2017	736.63
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	12/11/2017	180.55
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	12/12/2017	181.01
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	12/13/2017	379.81
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	12/14/2017	1,504.97
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	12/15/2017	89.99
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	12/18/2017	173.75
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	12/19/2017	95.67

**Clarke County
Invoice History Report
December 31, 2017**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	12/20/2017	2,321.93
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	12/21/2017	663.57
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	12/22/2017	687.15
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	12/25/2017	338.11
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	12/26/2017	2,251.98
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	12/27/2017	84.79
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	12/28/2017	394.10
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	12/29/2017	121.05
Wage Works Total				13,762.62
Williams, Anne	Comm Atty Travel	Reimburse Executive Training expenses	12/15/2017	124.18
Williams, Anne Total				124.18
Winchester Star	BoS Advertising	PH 12/19	12/01/2017	128.70
Winchester Star	Programs Advertising	Craft Show Ad	11/30/2017	130.05
Winchester Star	Plan Com Board Member Fees	PH Notices12/1	12/04/2017	257.40
Winchester Star Total				516.15
Grand Total				302,563.18

Clarke Co. Reconciliation of Appropriations		Year Ending June 30, 2018											02-Jan-18	
Date		Total	General Fund	Soc Svcs Fund	CSA Fund	Sch Oper Fund	Food Serv Fund	GG Cap Fund	School Cap Fund	GG Debt Fund	School Debt Fund	Joint Fund	Conservation Easements	Unemploy. Fund
04/18/17	Appropriations Resolution: Total	41,325,521	10,174,186	1,613,733	478,689	22,535,741	832,408	947,589	842,000	251,700	2,972,014	619,461	45,000	13,000
	<i>Adjustments:</i>													
6/20/2017	Commission on the Arts		-1,000											
7/18/2017	Fairfield Conservation Easement												80,000	
8/15/2017	VFD Worker's Compensation		23,995											
8/15/2017	VFD Accident and Sickness		12,445											
8/15/2017	EMS Equipment							5,264						
9/19/2017	Blue Ridge Hospice Donation		1,389											
10/10/2017	Broadband Implementation Committee		1,386											
10/10/2017	Stabilization of Historic Structures Program		6,866											
11/9/2017	Social Services Vehicles			38,000										
12/19/2017	Past LODA Liability (Sheriff)		28,200											
	Revised Appropriation	41,522,066	10,247,467	1,651,733	478,689	22,535,741	832,408	952,853	842,000	251,700	2,972,014	619,461	125,000	13,000
	Change to Appropriation	196,545	73,281	38,000	0	0	0	5,264	0	0	0	0	80,000	0
	Original Revenue Estimate	15,930,212	3,143,234	1,072,068	239,688	10,086,137	832,408	147,792	154,000		222,885	2,000	30,000	0
	<i>Adjustments:</i>													
6/20/2017	Commission on the Arts		-500											
7/18/2017	Fairfield Conservation Easement (VDACS)												40,000	
7/18/2017	Fairfield Conservation Easement (CE FB)												40,000	
8/15/2017	RSAF Grant for EMS Equipment							-21,232						
9/19/2017	Blue Ridge Hospice Donation		1,389											
10/10/2017	Stabilization of Historic Structures Program -State		5,366											
	Revised Revenue Estimate	15,995,235	3,149,489	1,072,068	239,688	10,086,137	832,408	126,560	154,000	0	222,885	2,000	110,000	0
	Change to Revenue Estimate	65,023	6,255	0	0	0	0	-21,232	0	0	0	0	80,000	0
	Original Local Tax Funding	25,395,309	7,030,952	541,665	239,001	12,449,604	0	799,797	688,000	251,700	2,749,129	617,461	15,000	13,000
	Revised Local Tax Funding	25,526,831	7,097,978	579,665	239,001	12,449,604	0	826,293	688,000	251,700	2,749,129	617,461	15,000	13,000
	Change to Local Tax Funding	131,522	67,026	38,000	0	0	0	26,496	0	0	0	0	0	0

Italics = Proposed actions

Title: General Fund Balance FY 18
 Source: Clarke County Joint Administrative Services

01/02/18

<u>Prior Titles</u>	<u>Prior</u>	<u>Current</u>
General Fund Balance Year End 16/17	14,480,729	14,480,729
Expenditure 16/17	(31,043,062)	(31,043,062)
Revenue 16/17	28,153,952	28,153,952
General Fund Balance Year End FY 16/17	11,591,619	11,591,619

Designations

Liquidity Designation @ 12% of FY 17/18 Budgeted Operating Revenue	(\$3,430,717)	(\$3,430,717)
Stabilization Designation @ 3% of FY 17/18 Budgeted Operating Revenue	(857,679)	(857,679)
Continuing Local GF Appropriations for Capital Projects	(4,411,471)	(4,411,471)
Conservation Easements from Government Savings	(150,000)	(150,000)
School Operating Transfer	(682,253)	(682,253)
Comprehensive Services Act Shortfall	(300,000)	(300,000)
Parks Master Plan	(100,000)	(100,000)
Emergency Vehicles	(50,000)	(50,000)
Government Savings (GenGov, JAS, DSS)*	(500,000)	(370,864)
Data and Communications Technology	(150,000)	(150,000)
Leave Liability	(100,000)	(100,000)
Community Facilities	(300,000)	(300,000)
Economic Development	(100,000)	(100,000)
FY 17/18 Original Budget Surplus (Deficit)	50,762	50,762
TOTAL Designations	(11,081,358)	(10,952,222)
FY 17/18 Supplemental Expenditure	(130,345)	(196,545)
FY 17/18 Supplemental Revenue	65,322	65,023
Undesignated With FY 18 Supplementals	445,238	507,875

Changes to Government Savings:

<i>VFD Workers Comp</i>	(23,995)
<i>VFD Accident and Sickness</i>	(12,445)
<i>EMS Equipment</i>	(26,496)
<i>Social Services Vehicles</i>	(38,000)
<i>Past LODA Liability</i>	(28,200)
	(129,136)

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Clarke County
YEAR-TO-DATE BUDGET REPORT

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FOR 2018 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
94110 HVAC System Replacement	10,000	0	10,000	.00	.00	10,000.00	.0%
94120 Roofing	10,000	136,633	146,633	.00	.00	146,633.00	.0%
94130 Painting and Flooring	10,000	0	10,000	3,693.00	.00	6,307.00	36.9%
94140 Landscaping	10,000	15,375	25,375	.00	.00	25,375.00	.0%
94150 Asphalt, Sidewalk, Path	10,000	63,868	73,868	150.00	.00	73,718.00	.2%
94180 GenDist Court Bldg Repair	0	66,373	66,373	.00	.00	66,373.00	.0%
94320 Auto Replacement	30,000	4,545	34,545	.00	.00	34,545.00	.0%
94326 Fire/EMS Vehicle	110,000	5,264	115,264	99,420.93	767.95	15,075.12	86.9%
94331 Sheriff's Vehicles	50,000	1,150	51,150	49,465.10	.00	1,684.90	96.7%
94409 Citizen's Convenience Center	97,400	575,659	673,059	30,145.95	45,695.00	597,218.05	11.3%
94502 Econ Development Construction	0	102,434	102,434	.00	.00	102,434.00	.0%
94506 Greenway Court Preservation	0	2,254	2,254	2,253.00	.00	1.00	100.0%
94601 Technology Improvements	40,000	101,087	141,087	56,455.13	.00	84,631.87	40.0%
94602 Systems Integration	0	141,574	141,574	67,587.37	46,284.49	27,702.14	80.4%
94603 Mobile Radio System	376,746	44,829	421,575	.00	.00	421,575.00	.0%
94607 E-Ticket Software	0	7,800	7,800	.00	.00	7,800.00	.0%
94608 PSAP Call Handling Equipment	92,792	0	92,792	.00	86,809.55	5,982.45	93.6%
94609 RSAF Card Set Replacement	15,000	0	15,000	.00	.00	15,000.00	.0%
94702 Swimming Pool	0	53,378	53,378	.00	.00	53,378.00	.0%
94703 Park Fencing	40,000	31,036	71,036	.00	.00	71,036.00	.0%
94706 Park Sitework and Parking	30,000	25,000	55,000	.00	46,000.00	9,000.00	83.6%
94707 Recreation Center Addition	15,651	0	15,651	.00	.00	15,651.00	.0%
94708 Park-Kohn Prpty Master Plan	0	20,000	20,000	.00	.00	20,000.00	.0%
94709 New Park Shelter	0	61,964	61,964	.00	23,770.00	38,194.00	38.4%
GRAND TOTAL	947,589	1,460,223	2,407,812	309,170.48	249,326.99	1,849,314.53	23.2%

** END OF REPORT - Generated by Thomas Judge **

**Clarke County
YTD Budget Report
December 31, 2017**

FUNCTION	ORG	OBJ	PROJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	% USED
11010	10000010	1300		BoS Part Time Salaries	13,800	13,800	6,900.00	1,150.00	6,900.00	0.00	100.00
11010	10000010	2100		BoS FICA	963	963	486.62	81.47	491.21	-14.83	101.50
11010	10000010	2300		BoS Health Ins	13,672	13,672	6,835.92	1,139.32	7,218.34	-382.26	102.80
11010	10000010	3000		BoS Purchased Services	2,000	2,000	1,420.00	0.00	0.00	580.00	71.00
11010	10000010	3600		BoS Advertising	5,600	5,600	800.80	128.70	0.00	4,799.20	14.30
11010	10000010	5210		BoS Postal Services	500	500	54.94	0.00	0.00	445.06	11.00
11010	10000010	5230		BoS Telephone	30	30	13.43	8.17	0.00	16.57	44.80
11010	10000010	5300		BoS Insurance	7,200	7,200	7,491.00	0.00	0.00	-291.00	104.00
11010	10000010	5500		BoS Travel	5,000	5,000	1,240.88	257.63	0.00	3,759.12	24.80
11010	10000010	5800		BoS Miscellaneous Expenditures	2,200	2,200	2,378.43	775.00	0.00	-178.43	108.10
11010	10000010	5810		BoS Dues, Subscrip & Member	5,500	5,500	4,424.46	0.00	0.00	1,075.54	80.40
11010	10000010	6000		BoS Materials & Supplies	800	800	709.76	31.94	0.00	90.24	88.70
11010 Total	Board of Supervisors				57,265	57,265	32,756.24	3,572.23	14,609.55	9,899.21	82.71
12110	10000020	1100		County Adm Salaries	240,300	283,085	137,899.91	23,275.01	139,650.22	5,534.87	98.00
12110	10000020	2100		County Adm FICA	16,077	17,176	8,579.00	984.65	9,559.17	-962.17	105.60
12110	10000020	2210		County Adm VRS Plans 1&2	20,401	20,401	10,200.72	1,700.12	10,200.73	-0.45	100.00
12110	10000020	2220		County Adm VRS Hybrid	0	3,311	1,655.58	275.93	1,655.55	-0.13	100.00
12110	10000020	2300		County Adm Health Ins	24,559	35,447	17,048.04	2,616.26	15,976.44	2,422.52	93.20
12110	10000020	2400		County Adm Life Insurance	3,149	3,659	1,829.46	304.91	1,829.42	0.12	100.00
12110	10000020	2510		County Adm Disab Ins - Hybrid	0	231	115.08	19.18	115.05	0.87	99.60
12110	10000020	2700		County Adm Workers Comp	250	250	194.00	0.00	0.00	56.00	77.60
12110	10000020	2800		Annual Leave Payouts	0	0	401.25	0.00	0.00	-401.25	100.00
12110	10000020	3000		County Adm Purchased Svcs	1,000	1,000	525.00	0.00	0.00	475.00	52.50
12110	10000020	3320		County Adm Maint Contracts	1,300	1,300	772.19	0.00	646.81	-119.00	109.20
12110	10000020	3500		County Adm Printing & Binding	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
12110	10000020	5210		County Adm Postal Svcs	100	100	0.46	0.00	0.00	99.54	0.50
12110	10000020	5230		County Adm Telephone	1,000	1,000	246.05	56.99	431.97	321.98	67.80
12110	10000020	5500		County Adm Travel	500	500	828.76	35.52	0.00	-328.76	165.80
12110	10000020	5810		County Adm Dues Subscr & Memb	1,500	1,500	447.80	0.00	0.00	1,052.20	29.90
12110	10000020	6000		County Adm Materials &Supplies	1,000	1,000	869.48	393.28	0.00	130.52	86.90
12110	10000020	6008		County Adm Vehicle Fuel	1,000	1,000	517.22	60.24	0.00	482.78	51.70
12110 Total	County Administrator				313,136	371,960	182,130.00	29,722.09	180,065.36	9,764.64	97.37
12210	10000030	3000		Legal Svc Purchased Svcs	35,000	35,000	12,335.00	4,292.50	0.00	22,665.00	35.20
12210	10000030	6000		Legal Svc Materials & Supplies	0	0	5.00	0.00	0.00	-5.00	100.00
12210 Total	Legal Services				35,000	35,000	12,340.00	4,292.50	0.00	22,660.00	35.26
12310	10000040	1100		Com of Rev Salaries	149,759	149,759	75,447.12	12,593.45	75,560.70	-1,248.82	100.80
12310	10000040	1200		Comm of Rev Overtime	0	0	620.55	0.00	0.00	-620.55	100.00
12310	10000040	2100		Com of Rev FICA	10,445	10,445	5,357.25	886.41	5,274.95	-187.20	101.80
12310	10000040	2210		Com of Rev VRS Plans 1&2	12,715	12,715	6,405.50	1,069.19	6,415.11	-105.61	100.80
12310	10000040	2300		Com of Rev Health Ins	21,754	21,754	10,876.92	1,812.82	11,027.77	-150.69	100.70
12310	10000040	2400		Com of Rev Life Insurance	1,962	1,962	988.39	164.98	989.85	-16.24	100.80
12310	10000040	2700		Com of Rev Workers Comp	160	160	122.00	0.00	0.00	38.00	76.30
12310	10000040	3000		Com of Rev Purchased Services	0	0	1,396.67	70.77	0.00	-1,396.67	100.00
12310	10000040	3320		Com of Rev Maint Contracts	300	300	122.46	0.00	177.54	0.00	100.00
12310	10000040	3500		Com of Rev Printing & Binding	300	300	0.00	0.00	0.00	300.00	0.00
12310	10000040	3600		Com of Rev Advertising	100	100	0.00	0.00	0.00	100.00	0.00
12310	10000040	4100		Com of Rev Data Processing	1,900	1,900	2,157.79	0.00	0.00	-257.79	113.60
12310	10000040	5210		Com of Rev Postal Svcs	2,200	2,200	481.00	0.00	0.00	1,719.00	21.90
12310	10000040	5230		Com of Rev Telephone	200	200	54.45	11.86	0.00	145.55	27.20
12310	10000040	5500		Com of Rev Travel	1,500	1,500	1,868.99	0.00	0.00	-368.99	124.60
12310	10000040	5510		Com of Rev Local Mileage	500	500	87.74	0.00	0.00	412.26	17.50
12310	10000040	5810		Com of Rev Dues Subscr & Memb	800	800	777.50	167.50	0.00	22.50	97.20
12310	10000040	6000		Com of Rev Materials & Supplie	1,000	1,000	312.07	70.69	0.00	687.93	31.20
12310	10000040	8200		Com of Rev Capital Outlay Adds	0	0	0.00	0.00	1,079.97	-1,079.97	100.00
12310 Total	Commissioner of Revenue				205,595	205,595	107,076.40	16,847.67	100,525.89	-2,007.29	100.98
12320	10000050	3320		Assessor Maint Contracts	3,500	3,500	4,500.00	0.00	0.00	-1,000.00	128.60
12320 Total	Assessor				3,500	3,500	4,500.00	0.00	0.00	-1,000.00	128.57
12410	10000070	1100		Treasurer Salaries	182,404	182,404	91,821.56	15,324.26	91,945.56	-1,363.12	100.70
12410	10000070	2100		Treasurer FICA	13,747	13,747	6,741.62	1,147.07	6,964.52	40.86	99.70
12410	10000070	2210		Treasurer VRS Plans 1&2	12,616	12,616	6,359.38	1,061.65	6,369.94	-113.32	100.90
12410	10000070	2220		Treasurer VRS Hybrid	2,701	2,701	1,436.22	239.37	1,351.66	-86.88	103.20
12410	10000070	2300		Treasurer Health Ins	13,672	13,672	10,118.34	1,708.98	10,262.01	-6,708.35	149.10
12410	10000070	2400		Treasurer Life Insurance	2,390	2,390	1,202.88	200.75	1,204.49	-17.37	100.70
12410	10000070	2510		Treasurer Disab Ins - Hybrid	199	199	99.78	16.63	99.81	-0.59	100.30
12410	10000070	2700		Treasurer Workers Comp	200	200	148.00	0.00	0.00	52.00	74.00
12410	10000070	3000		Treasurer Purchased Services	300	300	466.54	372.18	0.00	-166.54	155.50
12410	10000070	3180		Treasurer Credit Card Fees	10,000	10,000	3,117.17	0.00	0.00	6,882.83	31.20
12410	10000070	3190		Treasurer DMV Stop	3,000	3,000	2,105.00	630.00	0.00	895.00	70.20
12410	10000070	3320		Treasurer Maint Contracts	300	300	122.44	0.00	177.56	0.00	100.00

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12410	10000070	3500		Treasurer Printing & Binding	9,500	9,500	5,488.90	0.00	0.00	4,011.10	57.80
12410	10000070	3600		Treasurer Advertising	500	500	0.00	0.00	0.00	500.00	0.00
12410	10000070	5210		Treasurer Postal Svcs	23,000	23,000	8,773.05	0.00	0.00	14,226.95	38.10
12410	10000070	5230		Treasurer Telephone	1,600	1,600	1,338.35	7.59	0.00	261.65	83.60
12410	10000070	5400		Treasurer Leases and Rentals	0	0	110.00	0.00	0.00	-110.00	100.00
12410	10000070	5500		Treasurer Travel	1,500	1,500	0.00	0.00	0.00	1,500.00	0.00
12410	10000070	5510		Treasurer Local Mileage	300	300	0.00	0.00	0.00	300.00	0.00
12410	10000070	5810		Treasurer Dues Subscr & Memb	800	800	375.00	0.00	0.00	425.00	46.90
12410	10000070	6000		Treasurer Materials & Supplies	4,500	4,500	1,830.40	70.69	0.00	2,669.60	40.70
12410	10000070	6035		Treasurer Noncap Office Equip	0	0	0.00	0.00	375.00	-375.00	100.00
12410 Total	Treasurer				283,229	283,229	141,654.63	20,779.17	118,750.55	22,823.82	91.94
12510	10000080	1100		IT Salaries	145,576	145,576	72,787.98	12,131.33	72,787.98	0.04	100.00
12510	10000080	2100		IT FICA	11,091	11,091	5,569.62	928.27	5,545.18	-23.80	100.20
12510	10000080	2210		IT VRS Plans 1&2	7,113	7,113	3,557.94	592.99	3,557.95	-2.89	100.00
12510	10000080	2220		IT VRS Hybrid	4,938	4,938	2,621.76	436.96	2,467.36	-151.12	103.10
12510	10000080	2300		IT Health Ins	13,672	13,672	6,835.92	1,139.32	6,849.24	-13.16	100.10
12510	10000080	2400		IT Life Insurance	1,908	1,908	953.52	158.92	953.52	0.96	99.90
12510	10000080	2510		IT Disab Ins - Hybrid	365	365	182.22	30.37	182.19	0.59	99.80
12510	10000080	2700		IT Workers Comp	150	150	116.00	0.00	0.00	34.00	77.30
12510	10000080	3000		IT Purchased Services	13,026	13,026	4,112.00	200.00	1,050.00	7,864.00	39.60
12510	10000080	3320		IT Maint Contracts	36,400	36,400	30,118.41	0.00	2,467.53	3,814.06	89.50
12510	10000080	5210		IT Postal Svcs	100	100	1.82	0.00	0.00	98.18	1.80
12510	10000080	5230		IT Telephone	13,900	13,900	2,820.34	1,023.76	801.66	10,278.00	26.10
12510	10000080	5240		IT Telecomm Online Tech	10,380	10,380	5,333.69	690.00	1,794.00	3,252.31	68.70
12510	10000080	5400		IT Leases & Rentals	23,760	23,760	11,880.00	1,980.00	7,918.80	3,961.20	83.30
12510	10000080	5500		IT Travel	100	100	0.00	0.00	0.00	100.00	0.00
12510	10000080	5810		IT Dues Subscr & Memb	100	100	0.00	0.00	0.00	100.00	0.00
12510	10000080	6000		IT Materials & Supplies	2,000	2,000	386.42	378.00	0.00	1,613.58	19.30
12510	10000080	6008		IT Vehicle Fuel	300	300	32.13	0.00	0.00	267.87	10.70
12510	10000080	6035		IT Noncap Office Equip	0	0	355.36	0.00	0.00	-355.36	100.00
12510	10000080	6040		IT Technology SW/OL Content	8,000	8,000	1,715.00	0.00	0.00	6,285.00	21.40
12510	10000080	6050		IT Noncap Technology Hardware	4,000	4,000	1,665.84	0.00	23.99	2,310.17	42.20
12510	10000080	8200		IT Capital Outlay Adds	0	0	226.04	0.00	0.00	-226.04	100.00
12510 Total	Data Processing/IT				296,879	296,879	151,272.01	19,689.92	106,399.40	39,207.59	86.79
13100	10000090	1300		Electoral Part Time Salaries	6,319	6,319	2,138.07	0.00	4,179.93	1.00	100.00
13100	10000090	2100		Electoral FICA	484	484	163.56	0.00	322.23	-1.79	100.40
13100	10000090	2700		Electoral Workers Comp	10	10	5.00	0.00	0.00	5.00	50.00
13100	10000090	3000		Electoral Purchased Services	7,300	7,300	2,542.40	0.00	0.00	4,757.60	34.80
13100	10000090	3160		Electoral Board Member Fees	11,200	11,200	5,423.00	0.00	0.00	5,777.00	48.40
13100	10000090	3320		Electoral Maint Contracts	5,400	5,400	4,949.24	0.00	0.00	450.76	91.70
13100	10000090	3500		Electoral Printing & Binding	6,000	6,000	1,978.38	81.75	0.00	4,021.62	33.00
13100	10000090	3600		Electoral Advertising	240	240	115.60	0.00	0.00	124.40	48.20
13100	10000090	5210		Electoral Postal Svcs	750	750	29.60	0.00	0.00	720.40	3.90
13100	10000090	5400		Electoral Leases & Rentals	2,000	2,000	572.96	197.96	0.00	1,427.04	28.60
13100	10000090	5500		Electoral Travel	1,500	1,500	0.00	0.00	0.00	1,500.00	0.00
13100	10000090	5510		Electoral Local Mileage	900	900	165.64	0.00	0.00	734.36	18.40
13100	10000090	5810		Electoral Dues Subscr & Memb	200	200	0.00	0.00	0.00	200.00	0.00
13100	10000090	6000		Electoral Materials & Supplies	1,700	1,700	544.89	11.96	6.99	1,148.12	32.50
13100 Total	Electoral Board and Officials				44,003	44,003	18,628.34	291.67	4,509.15	20,865.51	52.58
13200	10000100	1100		Registrar Salaries	52,831	52,831	26,415.48	4,402.58	26,415.48	0.04	100.00
13200	10000100	1300		Registrar Part Time Salaries	9,017	9,017	4,831.95	783.25	0.00	4,185.05	53.60
13200	10000100	2100		Registrar FICA	4,732	4,732	2,406.76	399.44	2,020.78	304.46	93.60
13200	10000100	2210		Registrar VRS Plans 1&2	4,485	4,485	2,242.68	373.78	2,242.68	-0.36	100.00
13200	10000100	2400		Registrar Life Insurance	692	692	346.02	57.67	346.04	-0.06	100.00
13200	10000100	2700		Registrar Workers Comp	75	75	49.00	0.00	0.00	26.00	65.30
13200	10000100	3000		Registrar Purchased Services	1,400	1,400	84.00	42.00	0.00	1,316.00	6.00
13200	10000100	3320		Registrar Maint Contracts	200	200	209.50	0.00	115.50	-125.00	162.50
13200	10000100	5210		Registrar Postal Svcs	750	750	339.02	0.00	0.00	410.98	45.20
13200	10000100	5230		Registrar Telephone	1,000	1,000	282.39	70.89	494.69	222.92	77.70
13200	10000100	5500		Registrar Travel	1,500	1,500	721.55	18.28	0.00	778.45	48.10
13200	10000100	5510		Registrar Local Mileage	650	650	206.51	0.00	0.00	443.49	31.80
13200	10000100	5810		Registrar Dues Subscr & Memb	150	150	180.00	180.00	0.00	-30.00	120.00
13200	10000100	6000		Registrar Materials & Supplies	1,000	1,000	199.90	10.08	0.00	800.10	20.00
13200 Total	Registrar				78,482	78,482	38,514.76	6,337.97	31,635.17	8,332.07	89.38
21100	10000110	5841		Circuit C Juror Pay	3,000	3,000	1,200.00	0.00	0.00	1,800.00	40.00
21100	10000110	5842		Circuit C Jury Comm	180	180	180.00	0.00	0.00	0.00	100.00
21100	10000110	7000		Circuit Ct Pyt to Joint Ops	9,500	9,500	10,490.85	0.00	0.00	-990.85	110.40
21100 Total	Circuit Court				12,680	12,680	11,870.85	0.00	0.00	809.15	93.62
21200	10000120	3000		District C Purchased Services	350	350	0.00	0.00	0.00	350.00	0.00

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21200	10000120	3150		District C Legal Svcs	270	270	0.00	0.00	0.00	270.00	0.00
21200	10000120	3320		District C Maint Contracts	300	300	187.27	37.50	362.73	-250.00	183.30
21200	10000120	5210		District C Postal Svcs	700	700	318.00	159.00	0.00	382.00	45.40
21200	10000120	5230		District C Telephone	2,000	2,000	521.49	162.16	0.00	1,478.51	26.10
21200	10000120	5810		District C Dues Subscr & Memb	200	200	50.00	0.00	0.00	150.00	25.00
21200	10000120	6000		District C Materials & Supplie	600	600	241.07	0.00	0.00	358.93	40.20
21200 Total	General District Court				4,420	4,420	1,317.83	358.66	362.73	2,739.44	38.02
21300	10000125	5230		Magistrate Telephone	100	100	0.00	0.00	0.00	100.00	0.00
21300 Total	Magistrate				100	100	0.00	0.00	0.00	100.00	0.00
21510	10000130	5600		Blue Ridge Legal Svc Contr	1,500	1,500	1,500.00	0.00	0.00	0.00	100.00
21510 Total	Blue Ridge Legal Services				1,500	1,500	1,500.00	0.00	0.00	0.00	100.00
21600	10000140	3000		J&D Court Purchased Services	0	0	240.00	0.00	0.00	-240.00	100.00
21600	10000140	3320		J&D Court Maint Contracts	700	700	362.01	37.50	387.99	-50.00	107.10
21600	10000140	5210		J&D Court Postal Svcs	700	700	186.00	93.00	300.00	214.00	69.40
21600	10000140	5230		J&D Court Telephone	700	700	308.03	55.16	0.00	391.97	44.00
21600	10000140	5810		J&D Court Dues Subscr & Memb	200	200	50.00	0.00	0.00	150.00	25.00
21600	10000140	6000		J&D Court Materials & Supplies	1,200	1,200	69.03	0.00	0.00	1,130.97	5.80
21600 Total	Juvenile & Domestic Relations				3,500	3,500	1,215.07	185.66	687.99	1,596.94	54.37
21700	10000150	1100		Clk of CC Salaries	176,012	176,012	88,796.82	14,825.83	88,954.98	-1,739.80	101.00
21700	10000150	1300		Clk of CC Part Time Salaries	0	0	4,635.00	1,470.00	0.00	-4,635.00	100.00
21700	10000150	2100		Clk of CC FICA	13,322	13,322	7,229.39	1,260.28	6,734.07	-641.46	104.80
21700	10000150	2210		Clk of CC VRS Plans 1&2	14,943	14,943	7,538.89	1,258.72	7,552.28	-148.17	101.00
21700	10000150	2300		Clk of CC Health Ins	13,672	13,672	6,835.92	1,139.32	6,906.09	-70.01	100.50
21700	10000150	2400		Clk of CC Life Insurance	2,305	2,305	1,163.25	194.22	1,165.32	-23.57	101.00
21700	10000150	2700		Clk of CC Workers Comp	200	200	143.00	0.00	0.00	57.00	71.50
21700	10000150	3000		Clk of CC Purchased Services	3,000	3,000	279.00	0.00	0.00	2,721.00	9.30
21700	10000150	3320		Clk of CC Maint Contracts	12,000	12,000	244.83	113.37	55.17	11,700.00	2.50
21700	10000150	3500		Clk of CC Printing & Binding	600	600	0.00	0.00	0.00	600.00	0.00
21700	10000150	3510		Clk of CC Microfilming	6,500	6,500	2,727.99	0.00	0.00	3,772.01	42.00
21700	10000150	5210		Clk of CC Postal Svcs	3,500	3,500	675.14	0.00	0.00	2,824.86	19.30
21700	10000150	5230		Clk of CC Telephone	1,000	1,000	484.49	87.49	0.00	515.51	48.40
21700	10000150	5810		Clk of CC Dues Subscr & Memb	320	320	0.00	0.00	0.00	320.00	0.00
21700	10000150	6000		Clk of CC Materials & Supplies	7,000	7,000	2,111.19	0.00	0.00	4,888.81	30.20
21700	10000150	6035		Clk of CC Noncap Office Equip	0	0	1,400.00	0.00	0.00	-1,400.00	100.00
21700 Total	Clerk of the Circuit Court				254,374	254,374	124,264.91	20,349.23	111,367.91	18,741.18	92.63
21910	10001440	1100	VWIT	Victim Witness Regular Salary	38,035	39,809	19,017.54	3,169.59	19,017.51	1,773.95	95.50
21910	10001440	1300	VWIT	Victim Witness Part Time Sal	14,727	17,550	6,360.00	1,267.50	0.00	11,190.00	36.20
21910	10001440	2100	VWIT	Victim Witness FICA	4,037	4,270	1,943.72	339.83	1,454.81	871.47	79.60
21910	10001440	2210	VWIT	Victim Witness VRS Plans 1&2	3,229	3,248	1,614.60	269.10	1,614.55	18.85	99.40
21910	10001440	2400	VWIT	VictimWit Life Insurance	498	502	249.12	41.52	249.12	3.76	99.30
21910	10001440	2700	VWIT	Victim Witness Workers Comp	50	50	42.00	0.00	0.00	8.00	84.00
21910	10001440	3000	VWIT	Victim Witness Purchased Servi	650	400	0.00	0.00	0.00	400.00	0.00
21910	10001440	5210	VWIT	Victim Witness Postal Svcs	340	147	0.00	0.00	0.00	147.00	0.00
21910	10001440	5230	VWIT	VictimWit Telephone	0	504	136.85	42.06	325.15	42.00	91.70
21910	10001440	5500	VWIT	Victim Witness Travel	4,070	3,681	1,907.13	0.00	0.00	1,773.87	51.80
21910	10001440	5510	VWIT	VictimWit Travel Local Mileage	137	214	42.37	0.00	0.00	171.63	19.80
21910	10001440	5810	VWIT	VictimWit Dues Subscr & Memb	245	245	100.00	100.00	0.00	145.00	40.80
21910	10001440	6000	VWIT	Victim Witness Matl & Supplies	6,367	1,765	34.58	10.36	0.00	1,730.42	2.00
21910 Total	Victim and Witness Assistance				72,385	72,385	31,447.91	5,239.96	22,661.14	18,275.95	74.75
21940	10000160	5600		Regional Crt Svc Entity Gift	6,179	6,179	6,179.10	0.00	0.00	-0.10	100.00
21940 Total	Regional Court Services				6,179	6,179	6,179.10	0.00	0.00	-0.10	100.00
22100	10000170	1100		Comm Atty Salaries	237,159	238,026	118,913.28	19,852.06	119,112.36	0.36	100.00
22100	10000170	1300		Comm Atty Part Time Salaries	12,546	12,546	6,892.12	1,277.56	0.00	5,653.88	54.90
22100	10000170	2100		Comm Atty FICA	17,833	17,833	9,421.73	1,523.80	8,702.70	-291.43	101.60
22100	10000170	2210		Comm Atty VRS Plans 1&2	15,761	5,189	2,614.47	432.20	2,593.55	-19.02	100.40
22100	10000170	2220		Comm Atty VRS Hybrid	4,116	14,490	7,879.86	1,253.24	7,200.67	-590.53	104.10
22100	10000170	2300		Comm Atty Health Ins	21,574	22,645	11,800.74	1,886.98	11,354.17	-509.91	102.30
22100	10000170	2400		Comm Atty Life Insurance	3,107	3,119	1,619.25	260.06	1,560.46	-60.71	101.90
22100	10000170	2510		Comm Atty Disab Ins - Hybrid	304	1,044	547.59	87.09	522.56	-26.15	102.50
22100	10000170	2700		Comm Atty Workers Comp	260	260	253.00	0.00	0.00	7.00	97.30
22100	10000170	3320		Comm Atty Maint Contracts	500	500	365.10	0.00	191.70	-56.80	111.40
22100	10000170	5210		Comm Atty Postal Svcs	1,300	1,300	403.79	380.00	0.00	896.21	31.10
22100	10000170	5230		Comm Atty Telephone	3,000	3,000	792.56	196.78	1,347.88	859.56	71.30
22100	10000170	5500		Comm Atty Travel	5,500	5,500	1,876.49	124.18	0.00	3,623.51	34.10
22100	10000170	5549		Comm Atty Witness Travel Expen	500	500	98.10	0.00	0.00	401.90	19.60
22100	10000170	5810		Comm Atty Dues Subscr & Memb	3,000	3,000	2,138.10	178.10	0.00	861.90	71.30
22100	10000170	6000		Comm Atty Materials & Supplies	2,000	2,000	773.09	84.55	0.00	1,226.91	38.70
22100	10000170	6035		Comm Atty Noncap Office Equip	0	0	114.78	0.00	0.00	-114.78	100.00
10000170 Total	Commonwealth's Attorney				328,460	330,952	166,504.05	27,536.60	152,586.05	11,861.90	96.42

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FUNCTION	ORG	OBJ	PROJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	% USED
22100	10001420	1100		VSTOP Comm Atty Salaries	26,882	26,882	13,092.60	2,182.10	13,092.63	696.77	97.40
22100	10001420	2100		VSTOP Comm Atty FICA	1,769	1,769	636.96	165.04	988.09	143.95	91.90
22100	10001420	2210		VSTOP Comm Atty VRS Plans 1&2	713	713	335.67	59.49	356.59	20.74	97.10
22100	10001420	2220		VSTOP Comm Atty VRS Hybrid	1,477	1,477	377.31	125.77	754.44	345.25	76.60
22100	10001420	2300		VSTOP Comm Atty Health Ins	2,985	2,985	478.86	159.62	957.89	1,548.25	48.10
22100	10001420	2400		VSTOP Comm Atty Life Insurance	352	352	110.04	28.59	171.44	70.52	80.00
22100	10001420	2510		VSTOP Comm Atty Disab Ins - Hybrid	109	109	26.22	8.74	52.43	30.35	72.20
	10001420 Total			Violence Against Women Prog Ex	34,287	34,287	15,057.66	2,729.35	16,373.51	2,855.83	91.67
22100 Total	Commonwealth's Attorney				362,747	365,239	181,561.71	30,265.95	168,959.56	14,717.73	95.97
31200	10000180	1100		Sheriff Salaries	1,337,533	1,337,533	669,961.77	111,084.90	674,861.82	-7,290.59	100.50
31200	10000180	1200		Sheriff Overtime	0	0	23,850.75	5,500.94	0.00	-23,850.75	100.00
31200	10000180	1300		Sheriff Part Time Salaries	43,860	43,860	11,926.36	2,050.50	0.00	31,933.64	27.20
31200	10000180	1660		Sheriff Emp Bonuses	0	0	1,000.00	0.00	0.00	-1,000.00	100.00
31200	10000180	2100		Sheriff FICA	100,251	100,251	51,366.67	8,646.88	48,590.09	294.24	99.70
31200	10000180	2210		Sheriff VRS Plans 1&2	102,404	102,404	49,885.47	8,377.63	50,265.62	2,252.91	97.80
31200	10000180	2220		Sheriff VRS Hybrid	7,959	7,959	6,812.80	1,174.62	6,881.58	-5,735.38	172.10
31200	10000180	2300		Sheriff Health Ins	178,475	178,475	103,763.48	17,491.37	105,158.27	-30,446.75	117.10
31200	10000180	2400		Sheriff Life Insurance	17,107	17,107	8,748.50	1,473.91	8,843.42	-484.92	102.80
31200	10000180	2510		Sheriff Disab Ins - Hybrid	588	588	473.57	81.65	489.75	-375.32	163.80
31200	10000180	2700		Sheriff Workers Comp	28,000	28,000	22,093.00	0.00	0.00	5,907.00	78.90
31200	10000180	2800		Sheriff Leave Pay	0	0	1,632.31	1,632.31	0.00	-1,632.31	100.00
31200	10000180	2860		Sheriff LODA	8,000	36,200	32,200.44	0.00	0.00	3,999.56	89.00
31200	10000180	3000		Sheriff Purchased Services	28,000	28,000	10,060.37	805.77	3,216.00	14,723.63	47.40
31200	10000180	3000	CST	Sheriff Purchased Services Com	0	0	729.00	0.00	0.00	-729.00	100.00
31200	10000180	3320		Sheriff Maint Contracts	132,002	132,002	32,354.40	0.00	5,651.54	93,996.06	28.80
31200	10000180	3320	ETK	Sheriff E-Ticket Maint Svc	0	0	4,950.00	0.00	0.00	-4,950.00	100.00
31200	10000180	3350		Sheriff Insured Repair Svcs	2,000	2,000	0.00	0.00	0.00	2,000.00	0.00
31200	10000180	3500		Sheriff Printing & Binding	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
31200	10000180	5210		Sheriff Postal Svcs	2,200	2,200	682.26	82.47	0.00	1,517.74	31.00
31200	10000180	5230		Sheriff Telephone	55,000	55,000	13,982.27	3,173.18	7,816.28	33,201.45	39.60
31200	10000180	5300		Sheriff Insurance	15,000	15,000	16,133.22	0.00	0.00	-1,133.22	107.60
31200	10000180	5400		Sheriff Leases & Rentals	28,000	28,000	14,323.00	2,380.50	14,283.00	-606.00	102.20
31200	10000180	5500		Sheriff Travel	50,000	50,000	650.00	0.00	0.00	49,350.00	1.30
31200	10000180	5500	CST	Sheriff Travel - Communication	0	0	1,464.16	0.00	0.00	-1,464.16	100.00
31200	10000180	5500	SST	Sheriff Travel - Sworn Staff	0	0	14,099.92	507.41	0.00	-14,099.92	100.00
31200	10000180	5550		Sheriff Extradition of Prisone	0	0	7.41	0.00	0.00	-7.41	100.00
31200	10000180	5800		Sheriff Miscellaneous Expendit	1,000	2,389	1,388.67	0.00	0.00	1,000.33	58.10
31200	10000180	5810		Sheriff Dues Subscr & Memb	3,300	3,300	2,260.99	165.00	0.00	1,039.01	68.50
31200	10000180	6000		Sheriff Materials & Supplies	51,000	51,000	183.07	4.75	5,961.00	44,855.93	12.00
31200	10000180	6000	COS	Sheriff Mtls & Supplies Commun	0	0	1,747.89	575.20	118.49	-1,866.38	100.00
31200	10000180	6000	ETK	Sheriff E-Tkt Mat'l & Supplies	25,000	25,000	14,065.98	364.90	879.00	10,055.02	59.80
31200	10000180	6000	PSU	Sheriff Police Supplies	0	0	2,455.56	768.56	0.00	-2,455.56	100.00
31200	10000180	6000	SOS	Sheriff Office Supplies	0	0	2,882.64	56.81	148.54	-3,031.18	100.00
31200	10000180	6000	VRP	Sheriff Vehicle Repair Parts	0	0	11,711.89	129.41	3,672.85	-15,384.74	100.00
31200	10000180	6008		Sheriff Vehicle Fuel	50,000	50,000	20,439.99	3,652.83	0.00	29,560.01	40.90
31200	10000180	6011		Sheriff Clothing	8,000	8,000	0.00	0.00	0.00	8,000.00	0.00
31200	10000180	6011	CSU	Sheriff Uniform Communications	0	0	1,704.44	420.29	250.96	-1,955.40	100.00
31200	10000180	6011	SSU	Sheriff Uniform Sworn Staff	0	0	2,976.39	725.68	97.73	-3,074.12	100.00
31200	10000180	6015		Sheriff Ammunition	14,000	14,000	6,534.26	0.00	7,359.66	106.08	99.20
	10000180 Total			Sheriff	2,289,679	2,319,268	1,161,502.90	171,327.47	944,545.60	213,219.50	90.81
31200	10001480	1200		DMVA/DMV Alcohol Grant Overtime	11,859	11,859	3,592.87	145.53	0.00	8,266.13	30.30
31200	10001480	6000		DMVA/DMV Alcohol Grant Mat&Sup	0	0	3,448.50	0.00	3,448.50	-6,897.00	100.00
	10001480 Total			VA Hwy Safety Enf-Alcohol Exp	11,859	11,859	7,041.37	145.53	3,448.50	1,369.13	88.45
31200	10001500	1200		DMVSI/DMV Speed Overtime	5,005	5,005	3,129.35	486.50	0.00	1,875.65	62.50
	10001500 Total			VA Hwy Safety Enf - Speed Exp	5,005	5,005	3,129.35	486.50	0.00	1,875.65	62.52
31200	10001520	5500	41017	ICAC Travel	2,000	2,000	0.00	0.00	0.00	2,000.00	0.00
31200	10001520	5500	ICAC	ICAC Travel	0	0	13.11	0.00	0.00	-13.11	100.00
31200	10001520	6000	41017	ICAC Materials & Supplies	2,000	2,000	0.00	0.00	0.00	2,000.00	0.00
31200	10001520	6000	ICAC	ICAC Materials & Supplies	0	0	929.99	0.00	0.00	-929.99	100.00
	10001520 Total			NOVA Int Cr Against Child Exp	4,000	4,000	943.10	0.00	0.00	3,056.90	23.58
31200	10001552	1100		DCJS Byrne-21st Century Sal	0	0	0.00	0.00	5,687.53	-5,687.53	100.00
	10001552 Total			DCJS Byrne-21st Century Police	0	0	0.00	0.00	5,687.53	-5,687.53	100.00
31200	10001551	6000		DCJS Byrne Materials & Supplie	1,118	1,118	0.00	0.00	997.50	120.50	89.20
	10001551 Total			DCJS Byrne JAG-Naloxone	1,118	1,118	0.00	0.00	997.50	120.50	89.22
31200 Total	Sheriff				2,311,661	2,341,250	1,172,616.72	171,959.50	954,679.13	213,954.15	90.86
31210	10000190	5600		Criminal Justice Training Ctr	20,000	20,000	18,720.00	0.00	0.00	1,280.00	93.60
31210 Total	Criminal Justice Training Ctr				20,000	20,000	18,720.00	0.00	0.00	1,280.00	93.60
31220	10000200	5600		Drug Task Force Entity Gift	12,500	12,500	2,529.22	0.00	0.00	9,970.78	20.20
31220 Total	Drug Task Force				12,500	12,500	2,529.22	0.00	0.00	9,970.78	20.23

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FUNCTION	ORG	OBJ	PROJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	% USED
31400	10000005	5230		Communicat Telephone	0	0	514.98	0.00	1,555.02	-2,070.00	100.00
31400 Total	Communications				0	0	514.98	0.00	1,555.02	-2,070.00	100.00
32200	10000220	2510		Vol Fire Disab Ins - Hybrid	0	12,445	12,445.00	0.00	0.00	0.00	100.00
32200	10000220	2700		Vol Fire Worker's Compensation	0	23,995	23,995.00	0.00	0.00	0.00	100.00
32200	10000220	5300		Vol Fire Co Insurance	46,000	46,000	47,663.97	0.00	0.00	-1,663.97	103.60
32200	10000220	5600		Vol Fire Companies Entity Gift	25,000	25,000	0.00	0.00	0.00	25,000.00	0.00
32200	10000220	5697		Vol Fire 4 for Life	17,153	17,153	16,623.98	0.00	0.00	529.02	96.90
32200	10000220	5698		Vol Fire Fire Programs	30,000	30,000	30,050.00	0.00	0.00	-50.00	100.20
32200 Total	Volunteer Fire Companies				118,153	154,593	130,777.95	0.00	0.00	23,815.05	84.60
32201	10000230	2860		Blue R VF LODA	1,200	1,200	1,177.20	0.00	0.00	22.80	98.10
32201	10000230	5600		Blue Ridge Vol Fire Co Contrib	50,000	50,000	25,000.00	0.00	0.00	25,000.00	50.00
32201 Total	Blue Ridge Volunteer Fire Co				51,200	51,200	26,177.20	0.00	0.00	25,022.80	51.13
32202	10000240	2860		Boyce VF LODA	1,600	1,600	1,569.60	0.00	0.00	30.40	98.10
32202	10000240	5600		Boyce Volunteer Fire Co Contr	50,000	50,000	12,500.00	0.00	0.00	37,500.00	25.00
32202 Total	Boyce Volunteer Fire Co				51,600	51,600	14,069.60	0.00	0.00	37,530.40	27.27
32203	10000250	2860		Enders VF LODA	2,800	2,800	2,746.80	0.00	0.00	53.20	98.10
32203	10000250	5600		Enders Volunteer Fire Co Contr	75,000	75,000	37,500.00	0.00	0.00	37,500.00	50.00
32203 Total	Enders Volunteer Fire Co				77,800	77,800	40,246.80	0.00	0.00	37,553.20	51.73
32310	10000260	1100		EMS Salaries	379,038	379,038	171,636.66	28,679.30	215,223.06	-7,821.72	102.10
32310	10000260	1200		EMS Overtime	56,000	56,000	55,261.90	8,999.46	0.00	738.10	98.70
32310	10000260	1300		EMS Part Time Salaries	111,600	111,600	63,337.50	10,712.03	0.00	48,262.50	56.80
32310	10000260	2100		EMS FICA	37,709	37,709	20,292.18	3,373.20	13,386.94	4,029.88	89.30
32310	10000260	2210		EMS VRS Plans 1&2	27,934	27,934	15,066.84	2,511.14	15,066.74	-2,199.58	107.90
32310	10000260	2220		EMS VRS Hybrid	4,245	4,245	1,537.85	307.57	1,845.39	861.76	79.70
32310	10000260	2300		EMS Health Ins	64,679	64,679	30,980.26	5,350.74	32,537.33	1,161.41	98.20
32310	10000260	2400		EMS Life Insurance	4,966	4,966	2,562.18	434.94	2,609.53	-205.71	104.10
32310	10000260	2510		EMS Disab Ins - Hybrid	295	295	106.85	21.37	128.24	59.91	79.70
32310	10000260	2700		EMS Workers Comp	26,200	26,200	17,631.00	0.00	0.00	8,569.00	67.30
32310	10000260	2860		EMS LODA	2,900	2,900	1,931.49	256.00	0.00	968.51	66.60
32310	10000260	3000		EMS Purchased Services	48,000	48,000	20,925.28	2,186.96	0.00	27,074.72	43.60
32310	10000260	5210		EMS Postal Services	300	300	5.50	0.00	0.00	294.50	1.80
32310	10000260	5230		EMS Telephone	1,200	1,200	454.81	115.98	315.39	429.80	64.20
32310	10000260	5500		EMS Travel	10,000	10,000	4,000.10	1,110.40	0.00	5,999.90	40.00
32310	10000260	6000		EMS Materials & Supplies	11,800	11,800	4,804.24	610.16	6,564.06	431.70	96.30
32310	10000260	6008		EMS Vehicle Fuel	2,500	2,500	783.96	129.26	0.00	1,716.04	31.40
32310	10000260	6011		EMS Clothing	6,500	6,500	1,422.91	0.00	0.00	5,077.09	21.90
32310	10000260	6035		EMS Noncap Office Equip	0	0	78.70	0.00	0.00	-78.70	100.00
32310	10000260	6040		EMS Technology SW/OL Content	0	0	998.00	0.00	0.00	-998.00	100.00
32310	10000260	8200		EMS Capital Outlay Addds	8,780	8,780	13,536.79	0.00	450.00	-5,206.79	159.30
	10000260 Total	Emergency Medical Services			804,646	804,646	427,355.00	64,798.51	288,126.68	89,164.32	88.92
32310	10001700	6000		LEMPG Grant	0	0	876.65	0.00	0.00	-876.65	100.00
	10001700 Total	FEMA-VDEM LEMPG			0	0	876.65	0.00	0.00	-876.65	100.00
32310 Total	Fire and Rescue Services				804,646	804,646	428,231.65	64,798.51	288,126.68	88,287.67	89.03
32320	10000270	5600		Lord Fairfax EMS Contribution	6,282	6,282	6,282.00	0.00	0.00	0.00	100.00
32320 Total	Lord Fairfax Emergency Medical				6,282	6,282	6,282.00	0.00	0.00	0.00	100.00
32400	10000280	5600		Forestry Svcs Entity Gift	2,712	2,712	2,711.52	0.00	0.00	0.48	100.00
32400 Total	Forestry Services				2,712	2,712	2,711.52	0.00	0.00	0.48	99.98
33210	10000290	7000		Regional Jail Joint Ops	551,259	551,259	413,447.25	137,817.75	0.00	137,811.75	75.00
33210 Total	Regional Jail				551,259	551,259	413,447.25	137,817.75	0.00	137,811.75	75.00
33220	10000300	3840		Juv DetCtr Intergov Svc Agreem	16,254	16,254	4,023.00	0.00	0.00	12,231.00	24.80
33220 Total	Juvenile Detention Center				16,254	16,254	4,023.00	0.00	0.00	12,231.00	24.75
33300	10000310	5230		Probation Telephone	500	500	24.00	4.00	0.00	476.00	4.80
33300	10000310	6000		Probation Materials & Supplies	300	300	0.00	0.00	0.00	300.00	0.00
33300 Total	Probation Office				800	800	24.00	4.00	0.00	776.00	3.00
34100	10000320	1100		Bldg Insp Salaries	144,263	144,263	67,599.84	11,266.64	67,599.82	9,063.34	93.70
34100	10000320	2100		Bldg Insp FICA	10,238	10,238	4,794.66	799.11	4,777.88	665.46	93.50
34100	10000320	2210		Bldg Insp VRS Plans 1&2	8,401	8,401	4,200.24	700.04	4,200.26	0.50	100.00
34100	10000320	2220		Bldg Insp VRS Hybrid	3,847	3,847	1,538.94	256.49	1,538.97	769.09	80.00
34100	10000320	2300		Bldg Insp Health Ins	24,559	24,559	11,596.02	1,932.67	11,615.20	1,347.78	94.50
34100	10000320	2400		Bldg Insp Life Insurance	1,890	1,890	885.60	147.60	885.56	118.84	93.70
34100	10000320	2510		Bldg Insp Disab Ins - Hybrid	267	267	106.92	17.82	106.95	53.13	80.10
34100	10000320	2700		Bldg Insp Workers Comp	1,800	1,800	2,429.00	0.00	0.00	-629.00	134.90
34100	10000320	3000		Bldg Insp Purchased Services	0	0	199.00	0.00	0.00	-199.00	100.00
34100	10000320	3320		Bldg Insp Maint Contracts	1,900	1,900	452.17	0.00	247.83	1,200.00	36.80
34100	10000320	3500		Bldg Insp Printing & Binding	400	400	0.00	0.00	0.00	400.00	0.00
34100	10000320	5210		Bldg Insp Postal Svcs	150	150	11.06	0.00	0.00	138.94	7.40
34100	10000320	5230		Bldg Insp Telephone	3,500	3,500	912.97	357.68	1,217.02	1,370.01	60.90
34100	10000320	5500		Bldg Insp Travel	2,500	2,500	0.00	0.00	0.00	2,500.00	0.00
34100	10000320	5810		Bldg Insp Dues Subscr & Memb	800	800	90.00	90.00	0.00	710.00	11.30

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34100	10000320	6000		Bldg Insp Materials & Supplies	4,000	4,000	413.80	0.00	0.00	3,586.20	10.30
34100	10000320	6008		Bldg Insp Vehicle Fuel	3,000	3,000	1,317.96	201.37	0.00	1,682.04	43.90
34100 Total	Building Inspections				211,515	211,515	96,548.18	15,769.42	92,189.49	22,777.33	89.23
35100	10000330	1100		AnimalCtrl Salaries	72,493	72,493	33,787.29	5,848.50	35,091.00	3,614.71	95.00
35100	10000330	2100		AnimalCtrl FICA	4,833	4,833	2,343.32	400.21	2,397.40	92.28	98.10
35100	10000330	2210		AnimalCtrl VRS Plans 1&2	3,699	3,699	1,854.30	309.05	1,854.30	-9.60	100.30
35100	10000330	2220		AnimalCtrl VRS Hybrid	2,455	2,455	799.00	187.48	1,124.93	531.07	78.40
35100	10000330	2300		AnimalCtrl Health Ins	14,295	14,295	5,438.46	621.58	3,733.71	5,122.83	64.20
35100	10000330	2400		AnimalCtrl Life Insurance	950	950	409.42	76.62	459.70	80.88	91.50
35100	10000330	2510		AnimalCtrl Disab Ins - Hybrid	171	171	55.54	13.03	78.18	37.28	78.20
35100	10000330	2700		AnimalCtrl Workers Comp	950	950	946.00	0.00	0.00	4.00	99.60
35100	10000330	2800		AnimalCtrl Leave Pay	0	0	696.77	0.00	0.00	-696.77	100.00
35100	10000330	3000		AnimalCtrl Purchased Services	8,000	8,000	4,434.03	0.00	0.00	3,565.97	55.40
35100	10000330	3320		AnimalCtrl Maint Svc Contracts	100	100	25.14	0.00	74.86	0.00	100.00
35100	10000330	3500		AnimalCtrl Printing & Binding	200	200	120.00	0.00	0.00	80.00	60.00
35100	10000330	5110		AnimalCtrl Electric	750	750	0.00	0.00	0.00	750.00	0.00
35100	10000330	5230		AnimalCtrl Telephone	500	500	288.88	56.50	123.89	87.23	82.60
35100	10000330	5500		AnimalCtrl Travel	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
35100	10000330	5510		AnimalCtrl Local Mileage	100	100	0.00	0.00	0.00	100.00	0.00
35100	10000330	6000		AnimalCtrl Materials & Supplie	6,000	6,000	2,529.76	0.00	0.00	3,470.24	42.20
35100	10000330	6008		AnimalCtrl Vehicle Fuel	1,500	1,500	634.03	114.26	0.00	865.97	42.30
35100	10000330	6011		AnimalCtrl Clothing	500	500	341.26	0.00	0.00	158.74	68.30
35100	10000330	6035		AnimalCtrl Noncap Office Equip	0	0	0.00	0.00	1,594.00	-1,594.00	100.00
35100 Total	Animal Control				118,496	118,496	54,703.20	7,627.23	46,531.97	17,260.83	85.43
35300	10000340	3000		Exam&Bury Purchased Services	500	500	100.00	0.00	0.00	400.00	20.00
35300 Total	Med Examiner & Indigent Burial				500	500	100.00	0.00	0.00	400.00	20.00
42400	10000350	3840		RefuseDisp Intergov Svc Agreem	162,000	162,000	55,629.21	9,751.86	0.00	106,370.79	34.30
42400 Total	Refuse Disposal				162,000	162,000	55,629.21	9,751.86	0.00	106,370.79	34.34
42410	10000355	3000		ConvenienceCtr Purchased Svcs	50,000	50,000	0.00	0.00	0.00	50,000.00	0.00
42410 Total	Solid Waste Convenience Center				50,000	50,000	0.00	0.00	0.00	50,000.00	0.00
42600	10000360	3000		LitterCtrl Purchased Services	0	0	1,324.95	185.00	1,425.05	-2,750.00	100.00
42600	10000360	6000		LitterCtrl Materials & Supplie	5,310	5,310	0.00	0.00	0.00	5,310.00	0.00
42600 Total	Litter Control				5,310	5,310	1,324.95	185.00	1,425.05	2,560.00	51.79
42700	10000370	3840		Sanitation Intergov Svc Agreem	33,750	33,750	13,082.45	2,616.49	0.00	20,667.55	38.80
42700	10000370	5600		Sanitation Entity Gift	207,000	207,000	207,000.00	0.00	0.00	0.00	100.00
42700 Total	Sanitation				240,750	240,750	220,082.45	2,616.49	0.00	20,667.55	91.42
43200	10000380	1100		Maintenanc Salaries	138,161	138,161	64,914.31	11,110.86	69,417.78	3,828.91	97.20
43200	10000380	2100		Maintenanc FICA	10,195	10,195	4,783.08	812.62	5,244.12	167.80	98.40
43200	10000380	2210		Maintenanc VRS Plans 1&2	6,628	6,628	3,111.80	551.17	3,365.83	150.37	97.70
43200	10000380	2220		Maintenanc VRS Hybrid	3,505	3,505	2,213.62	378.99	1,753.55	-462.17	113.20
43200	10000380	2300		Maintenanc Health Ins	13,779	13,779	6,988.84	1,360.75	7,106.54	-316.38	102.30
43200	10000380	2400		Maintenanc Life Insurance	1,809	1,809	855.60	150.69	919.00	34.40	98.10
43200	10000380	2510		Mainten Disab Ins - Hybrid	316	316	153.84	26.33	158.03	4.13	98.70
43200	10000380	2700		Maintenanc Workers Comp	4,600	4,600	3,877.00	0.00	0.00	723.00	84.30
43200	10000380	3000		Maintenanc Purchased Services	32,000	32,000	4,888.85	226.14	2,443.34	24,667.81	22.90
43200	10000380	3320		Maintenanc Maint Contracts	99,500	99,500	37,858.71	4,061.23	5,630.29	56,011.00	43.70
43200	10000380	3340		Maintenanc Custodial Contracts	37,000	37,000	20,197.38	3,366.23	0.00	16,802.62	54.60
43200	10000380	3600		Maintenanc Advertising	1,200	1,200	449.24	0.00	0.00	750.76	37.40
43200	10000380	5110		Maintenanc Electric	0	0	28.37	28.37	0.00	-28.37	100.00
43200	10000380	5120		Maintenanc Heating	400	400	0.00	0.00	0.00	400.00	0.00
43200	10000380	5130		Maintenanc Water & Sewer	750	750	167.10	0.00	0.00	582.90	22.30
43200	10000380	5230		Maintenanc Telephone	2,000	2,000	627.40	265.57	407.31	965.29	51.70
43200	10000380	5300		Maintenanc Insurance	40,000	40,000	41,034.60	0.00	0.00	-1,034.60	102.60
43200	10000380	5400		Maintenanc Leases & Rentals	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
43200	10000380	5500		Maintenanc Travel	750	750	0.00	0.00	0.00	750.00	0.00
43200	10000380	6000		Maintenanc Materials & Supplie	35,000	35,000	13,794.79	5,798.29	0.00	21,205.21	39.40
43200	10000380	6008		Maintenanc Vehicle Fuel	4,800	4,800	1,465.00	241.57	0.00	3,335.00	30.50
10000380 Total	General Property Maintenance				433,393	433,393	207,409.53	28,378.81	96,445.79	129,537.68	70.11
43200	10000890	3000		JGC Maintenanc Purchased Servi	25,000	25,000	3,007.55	725.56	0.00	21,992.45	12.00
43200	10000890	3320		JGC Maint Contracts	10,000	10,000	3,870.78	0.00	2,332.38	3,796.84	62.00
43200	10000890	3340		JGC Maintenanc Custodial Contr	26,000	26,000	13,994.28	2,332.38	0.00	12,005.72	53.80
43200	10000890	5110		JGC Maintenanc Electric	35,000	35,000	12,089.72	2,338.99	0.00	22,910.28	34.50
43200	10000890	5120		JGC Maintenanc Heating	5,500	5,500	654.54	0.00	0.00	4,845.46	11.90
43200	10000890	5130		JGC Maintenanc Water & Sewer	1,500	1,500	509.61	111.48	0.00	990.39	34.00
43200	10000890	6000		JGC Maintenanc Materials & Sup	3,500	3,500	20.36	0.00	0.00	3,479.64	0.60
10000890 Total	Maintenance 101 Chalmers Court				106,500	106,500	34,146.84	5,508.41	2,332.38	70,020.78	34.25
43200	10000900	3000		Maintenanc Purchased Services	7,250	7,250	1,133.28	0.00	400.00	5,716.72	21.10
43200	10000900	3320		Maintenanc Maint Contracts	3,500	3,500	4,484.25	0.00	0.00	-984.25	128.10
43200	10000900	5110		Maintenanc Electric	12,100	12,100	3,895.10	757.96	0.00	8,204.90	32.20

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43200	10000900	5120		Maintenanc Heating	1,600	1,600	412.24	0.00	1,000.00	187.76	88.30
43200	10000900	5130		Maintenanc Water & Sewer	3,750	3,750	1,772.20	304.80	0.00	1,977.80	47.30
43200	10000900	6000		Maintenanc Materials & Supplie	1,500	1,500	461.10	0.00	0.00	1,038.90	30.70
	10000900 Total	Maintenance 100N Ch St/Radio T			29,700	29,700	12,158.17	1,062.76	1,400.00	16,141.83	45.65
43200	10000910	3000		Maintenanc Purchased Services	4,000	4,000	1,544.11	0.00	0.00	2,455.89	38.60
43200	10000910	3320		Maintenanc Maint Contracts	2,000	2,000	3,104.50	0.00	0.00	-1,104.50	155.20
43200	10000910	5110		Maintenanc Electric	30,000	30,000	8,394.71	2,022.63	0.00	21,605.29	28.00
43200	10000910	6000		Maintenanc Materials & Supplie	1,000	1,000	895.49	105.64	0.00	104.51	89.50
	10000910 Total	Maintenance 102 N Church St			37,000	37,000	13,938.81	2,128.27	0.00	23,061.19	37.67
43200	10000920	3000		Maintenanc Purchased Services	11,000	11,000	14,296.44	0.00	0.00	-3,296.44	130.00
43200	10000920	3320		Maintenanc Maint Contracts	2,100	2,100	3,536.50	0.00	0.00	-1,436.50	168.40
43200	10000920	5110		Maintenanc Electric	11,271	11,271	4,140.69	867.86	0.00	7,130.31	36.70
43200	10000920	5120		Maintenanc Heating	3,500	3,500	431.55	0.00	0.00	3,068.45	12.30
43200	10000920	5130		Maintenanc Water & Sewer	750	750	304.80	76.20	0.00	445.20	40.60
43200	10000920	6000		Maintenanc Materials & Supplie	1,500	1,500	530.12	280.00	0.00	969.88	35.30
	10000920 Total	Maintenance 104/106 N Church S			30,121	30,121	23,240.10	1,224.06	0.00	6,880.90	77.16
43200	10000930	3000		Maintenanc Purchased Services	5,000	5,000	2,028.66	252.00	0.00	2,971.34	40.60
43200	10000930	3320		Maintenanc Maint Contracts	650	650	2,770.00	0.00	0.00	-2,120.00	426.20
43200	10000930	5110		Maintenanc Electric	5,500	5,500	2,541.46	371.32	0.00	2,958.54	46.20
43200	10000930	5120		Maintenanc Heating	6,000	6,000	1,329.92	606.91	6,000.00	-1,329.92	122.20
43200	10000930	5130		Maintenanc Water & Sewer	500	500	0.00	0.00	0.00	500.00	0.00
43200	10000930	6000		Maintenanc Materials & Supplie	1,000	1,000	41.88	15.14	0.00	958.12	4.20
	10000930 Total	Maintenance 225 Ramsburg Ln			18,650	18,650	8,711.92	1,245.37	6,000.00	3,938.08	78.88
43200	10000940	3000		Maintenanc Purchased Services	2,500	2,500	310.16	252.00	0.00	2,189.84	12.40
43200	10000940	3320		Maintenanc Maint Contracts	500	500	742.00	0.00	0.00	-242.00	148.40
43200	10000940	5110		Maintenanc Electric	1,500	1,500	885.77	115.66	0.00	614.23	59.10
43200	10000940	5120		Maintenanc Heating	2,500	2,500	0.00	0.00	0.00	2,500.00	0.00
43200	10000940	6000		Maintenanc Materials & Supplie	750	750	184.71	184.71	0.00	565.29	24.60
	10000940 Total	Maintenance 524 Westood Rd			7,750	7,750	2,122.64	552.37	0.00	5,627.36	27.39
43200	10000950	3000		Maintenanc Purchased Services	12,500	12,500	8,621.13	0.00	202.69	3,676.18	70.60
43200	10000950	3320		Maintenanc Maint Contracts	1,500	1,500	3,610.00	0.00	0.00	-2,110.00	240.70
43200	10000950	3340		Maintenance Custodial Contract	3,500	3,500	638.00	127.60	0.00	2,862.00	18.20
43200	10000950	5110		Maintenanc Electric	25,250	25,250	11,883.61	2,092.46	0.00	13,366.39	47.10
43200	10000950	5120		Maintenanc Heating	5,000	5,000	554.19	0.00	0.00	4,445.81	11.10
43200	10000950	5130		Maintenanc Water & Sewer	2,000	2,000	697.00	153.00	0.00	1,303.00	34.90
43200	10000950	6000		Maintenanc Materials & Supplie	6,000	6,000	417.35	0.00	0.00	5,582.65	7.00
	10000950 Total	Maint 225 Al Smith Cir Rec Ctr			55,750	55,750	26,421.28	2,373.06	202.69	29,126.03	47.76
43200	10000960	3000		Maintenanc Purchased Services	20,000	20,000	2,767.97	489.24	0.00	17,232.03	13.80
43200	10000960	5110		Maintenanc Electric	5,000	5,000	1,643.04	224.05	0.00	3,356.96	32.90
43200	10000960	5130		Maintenanc Water & Sewer	2,700	2,700	923.40	166.20	0.00	1,776.60	34.20
43200	10000960	6000		Maintenanc Materials & Supplie	6,000	6,000	333.29	0.00	0.00	5,666.71	5.60
	10000960 Total	Maint 225 Al Smith Cir Ofc/Gro			33,700	33,700	5,667.70	879.49	0.00	28,032.30	16.82
43200	10000970	3000		Maintenanc Purchased Services	9,500	9,500	278.66	0.00	0.00	9,221.34	2.90
43200	10000970	5110		Maintenanc Electric	6,000	6,000	4,093.70	113.17	0.00	1,906.30	68.20
43200	10000970	5130		Maintenanc Water & Sewer	22,000	22,000	4,851.40	50.80	0.00	17,148.60	22.10
43200	10000970	6000		Maintenanc Materials & Supplie	5,000	5,000	325.08	127.59	0.00	4,674.92	6.50
	10000970 Total	Maint 225 Al Smith Cir Pool			42,500	42,500	9,548.84	291.56	0.00	32,951.16	22.47
43200	10000980	3000		Maintenanc Purchased Services	750	750	0.00	0.00	0.00	750.00	0.00
43200	10000980	5110		Maintenanc Electric	1,040	1,040	151.97	12.35	0.00	888.03	14.60
43200	10000980	6000		Maintenanc Materials & Supplie	5,000	5,000	70.00	70.00	0.00	4,930.00	1.40
	10000980 Total	Maint 225 Al Smith Cir Basebal			6,790	6,790	221.97	82.35	0.00	6,568.03	3.27
43200	10000990	3000		Maintenanc Purchased Services	1,300	1,300	200.00	0.00	0.00	1,100.00	15.40
43200	10000990	5110		Maintenanc Electric	500	500	306.41	30.12	0.00	193.59	61.30
43200	10000990	6000		Maintenanc Materials & Supplie	8,500	8,500	3,456.18	70.00	0.00	5,043.82	40.70
	10000990 Total	Maint 225 Al Smith Cir Soccer			10,300	10,300	3,962.59	100.12	0.00	6,337.41	38.47
43200	10000995	3320		Maintenanc Maint Contracts	250	250	382.50	0.00	0.00	-132.50	153.00
43200	10000995	6000		Maintenance Mtls and Supplies	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
	10000995 Total	Maint - 106NChurch Old Comm At			1,250	1,250	382.50	0.00	0.00	867.50	30.60
43200	10001000	3000		Maintenanc Purchased Services	750	750	0.00	0.00	0.00	750.00	0.00
43200	10001000	6000		Maintenanc Materials & Supplie	500	500	0.00	0.00	0.00	500.00	0.00
	10001000 Total	Maintenance 32 E Main St			1,250	1,250	0.00	0.00	0.00	1,250.00	0.00
43200	10001010	3000		Maintenanc Purchased Services	5,000	5,000	0.00	0.00	0.00	5,000.00	0.00
43200	10001010	3320		Maintenanc Maint Contracts	0	0	432.00	0.00	0.00	-432.00	100.00
43200	10001010	6000		Maintenanc Materials & Supplie	500	500	135.82	0.00	0.00	364.18	27.20
	10001010 Total	Maintenance 36 E Main St			5,500	5,500	567.82	0.00	0.00	4,932.18	10.32
43200	10001020	3000		Maintenanc Purchased Services	8,000	8,000	1,136.78	0.00	0.00	6,863.22	14.20
43200	10001020	3320		Maintenanc Maint Contracts	2,000	2,000	2,976.50	0.00	293.78	-1,270.28	163.50
43200	10001020	3340		Maintenanc Custodial Contracts	0	0	1,762.69	293.78	0.00	-1,762.69	100.00
43200	10001020	5110		Maintenanc Electric	11,000	11,000	3,022.79	564.55	0.00	7,977.21	27.50

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43200	10001020	5130		Maintenanc Water & Sewer	1,200	1,200	431.80	101.60	0.00	768.20	36.00
43200	10001020	6000		Maintenanc Materials & Supplie	1,000	1,000	1,197.40	0.00	0.00	-197.40	119.70
	10001020	Total	Maintenance 311 E Main St		23,200	23,200	10,527.96	959.93	293.78	12,378.26	46.65
43200	10001410	3000		Maintenanc Purchased Services	2,500	2,500	180.41	0.00	0.00	2,319.59	7.20
43200	10001410	3320		Maintenanc Maint Contracts	750	750	341.00	0.00	0.00	409.00	45.50
43200	10001410	5110		Maintenanc Electric	3,000	3,000	1,108.55	200.23	0.00	1,891.45	37.00
43200	10001410	5120		Maintenanc Heating	2,500	2,500	0.00	0.00	2,500.00	0.00	100.00
43200	10001410	5130		Maintenanc Water & Sewer	250	250	255.00	68.00	0.00	-5.00	102.00
43200	10001410	6000		Maintenanc Materials & Supplie	1,500	1,500	197.00	0.00	0.00	1,303.00	13.10
	10001410	Total	Maintenance 129 Ramsburg Ln		10,500	10,500	2,081.96	268.23	2,500.00	5,918.04	43.64
43200	Total		General Property Maintenance		853,854	853,854	361,110.63	45,054.79	109,174.64	383,568.73	55.08
51100	10000385	5600		Local Health Dept Contribution	221,909	221,909	110,954.50	0.00	0.00	110,954.50	50.00
51100	Total		Local Health Department		221,909	221,909	110,954.50	0.00	0.00	110,954.50	50.00
51200	10000390	5600		Our Health Entity Gift	6,500	6,500	6,500.00	0.00	0.00	0.00	100.00
51200	Total		Our Health		6,500	6,500	6,500.00	0.00	0.00	0.00	100.00
52400	10000395	5600		N Shen Vally Sub Abuse Coal Co	15,000	15,000	7,500.00	0.00	0.00	7,500.00	50.00
52400	Total		N Shen Valley Subst Abuse Coal		15,000	15,000	7,500.00	0.00	0.00	7,500.00	50.00
52500	10000400	5600		NW Community Svc Entity Gift	90,000	90,000	45,000.00	22,500.00	0.00	45,000.00	50.00
52500	Total		Northwestern Community Svcs		90,000	90,000	45,000.00	22,500.00	0.00	45,000.00	50.00
52800	10000410	5600		Concern Hotline Entity Gift	750	750	0.00	0.00	0.00	750.00	0.00
52800	Total		Concern Hotline		750	750	0.00	0.00	0.00	750.00	0.00
52900	10000420	5600		NW Works Entity Gift	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
52900	Total		NW Works		1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
53230	10000430	5600		SAAA EntityGift	40,000	40,000	20,000.00	0.00	0.00	20,000.00	50.00
53230	Total		Shenandoah Area Agency on Agin		40,000	40,000	20,000.00	0.00	0.00	20,000.00	50.00
53240	10000440	5600		Virginia Regional Transit Cont	19,302	19,302	4,825.50	0.00	0.00	14,476.50	25.00
53240	Total		Loudoun Transit Service		19,302	19,302	4,825.50	0.00	0.00	14,476.50	25.00
53250	10000445	5600		FISH of Clarke County Contr	1,000	1,000	1,000.00	0.00	0.00	0.00	100.00
53250	Total		FISH of Clarke County		1,000	1,000	1,000.00	0.00	0.00	0.00	100.00
53600	10000450	5600		Access Independence Contr	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
53600	Total		Access Independence		1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
53700	10000460	5600		Laurel Center Contribution	2,500	2,500	0.00	0.00	0.00	2,500.00	0.00
53700	Total		The Laurel Ctr (Women's Shltr)		2,500	2,500	0.00	0.00	0.00	2,500.00	0.00
53710	10000465	5600		Tax Relief for the Elderly	212,501	212,501	0.00	0.00	0.00	212,501.00	0.00
53710	Total		Tax Relief for the Elderly		212,501	212,501	0.00	0.00	0.00	212,501.00	0.00
69100	10000470	5600		Lord FairfaxComm College Cont	15,788	15,788	3,947.00	0.00	0.00	11,841.00	25.00
69100	Total		Lord Fairfax Community College		15,788	15,788	3,947.00	0.00	0.00	11,841.00	25.00
71100	10000480	1100		Parks Adm Salaries	291,397	291,397	144,929.52	24,154.92	144,929.52	1,537.96	99.50
71100	10000480	1300		Parks Adm Part Time Salaries	16,340	16,340	12,286.95	45.00	0.00	4,053.05	75.20
71100	10000480	2100		Parks Adm FICA	21,897	21,897	11,276.52	1,762.74	10,568.40	52.08	99.80
71100	10000480	2210		Parks Adm VRS Plans 1&2	22,311	22,311	12,304.62	2,050.77	12,304.52	-2,298.14	110.30
71100	10000480	2220		Parks Adm VRS Benefits -Hybrid	2,428	2,428	0.00	0.00	0.00	2,428.00	0.00
71100	10000480	2300		Parks Adm Health Ins	45,067	45,067	18,440.28	2,848.30	19,817.28	6,809.44	84.90
71100	10000480	2400		Parks Adm Life Insurance	3,818	3,818	1,898.52	316.42	1,898.59	20.89	99.50
71100	10000480	2510		Parks Adm Disab Ins - Hybrid	169	169	0.00	0.00	0.00	169.00	0.00
71100	10000480	2700		Parks Adm Workers Comp	11,200	11,200	7,281.00	0.00	0.00	3,919.00	65.00
71100	10000480	3000		Parks Adm Purchased Services	0	0	225.98	0.00	0.00	-225.98	100.00
71100	10000480	3180		Parks Adm Credit Card Fees	4,000	4,000	2,445.07	0.00	0.00	1,554.93	61.10
71100	10000480	3320		Parks Adm Maint Contracts	6,324	6,324	686.93	143.10	2,363.07	3,274.00	48.20
71100	10000480	3500		Parks Adm Printing & Binding	513	513	0.00	0.00	0.00	513.00	0.00
71100	10000480	3600		Parks Adm Advertising	1,176	1,176	0.00	0.00	0.00	1,176.00	0.00
71100	10000480	5210		Parks Adm Postal Svcs	1,432	1,432	394.85	0.00	0.00	1,037.15	27.60
71100	10000480	5230		Parks Adm Telephone	1,000	1,000	406.40	77.16	0.00	593.60	40.60
71100	10000480	5400		Parks Adm Leases & Rentals	530	530	0.00	0.00	0.00	530.00	0.00
71100	10000480	5500		Parks Adm Travel	1,800	1,800	320.75	0.00	0.00	1,479.25	17.80
71100	10000480	5810		Parks Adm Dues Subscr & Memb	2,248	2,248	150.00	40.00	0.00	2,098.00	6.70
71100	10000480	6000		Parks Adm Materials & Supplies	5,156	5,156	1,102.87	53.25	0.00	4,053.13	21.40
71100	10000480	6008		Parks Adm Vehicle Fuel	700	700	229.31	39.70	0.00	470.69	32.80
71100	10000480	6011		Parks Adm Clothing	1,100	1,100	352.90	0.00	0.00	747.10	32.10
71100	Total		Parks Administration		440,606	440,606	214,732.47	31,531.36	191,881.38	33,992.15	92.29
71310	10000490	1100		Rec Center Salaries	48,916	48,916	24,570.63	4,084.42	24,506.52	-161.15	100.30
71310	10000490	1300		Rec Center Part Time Salaries	30,783	30,783	10,985.34	2,739.46	0.00	19,797.66	35.70
71310	10000490	2100		Rec Center FICA	6,051	6,051	2,699.05	518.54	1,851.64	1,500.31	75.20
71310	10000490	2210		Rec Center VRS Plans 1&2	4,153	4,153	2,080.62	346.77	2,080.60	-8.22	100.20
71310	10000490	2300		Rec Center Health Ins	6,836	6,836	3,417.96	569.66	3,419.88	-1.84	100.00
71310	10000490	2400		Rec Center Life Insurance	641	641	321.06	53.51	321.04	-1.10	100.20
71310	10000490	2700		Rec Center Workers Comp	1,250	1,250	1,691.00	0.00	0.00	-441.00	135.30
71310	10000490	3500		Rec Center Printing & Binding	0	0	18.45	0.00	0.00	-18.45	100.00
71310	10000490	3600		Rec Center Advertising	400	400	99.00	0.00	0.00	301.00	24.80

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71310	10000490	5830		Rec Center Refunds	600	600	695.16	0.00	0.00	-95.16	115.90
71310	10000490	6000		Rec Center Materials & Supplie	6,500	6,500	1,907.12	94.82	0.00	4,592.88	29.30
71310	10000490	6012		Rec Center Merch for Resale	3,000	3,000	366.62	19.99	0.00	2,633.38	12.20
71310 Total	Recreation Center				109,130	109,130	48,852.01	8,427.17	32,179.68	28,098.31	74.25
71320	10000500	1200		Pool Overtime	0	0	802.69	0.00	0.00	-802.69	100.00
71320	10000500	1300		Pool Part Time Salaries	61,546	61,546	35,214.62	0.00	0.00	26,331.38	57.20
71320	10000500	2100		Pool FICA	4,708	4,708	2,749.47	0.00	0.00	1,958.53	58.40
71320	10000500	2300		Pool Health Ins	0	0	90.82	0.00	0.00	-90.82	100.00
71320	10000500	3000		Pool Purchased Services	1,500	1,500	35.00	0.00	0.00	1,465.00	2.30
71320	10000500	5500		Pool Travel	350	350	0.00	0.00	0.00	350.00	0.00
71320	10000500	5810		Pool Dues Subscr & Memb	1,000	1,000	1,150.00	0.00	0.00	-150.00	115.00
71320	10000500	5830		Pool Refunds	680	680	210.00	0.00	0.00	470.00	30.90
71320	10000500	6000		Pool Materials & Supplies	2,000	2,000	624.98	0.00	0.00	1,375.02	31.20
71320	10000500	6011		Pool Clothing	1,010	1,010	70.00	0.00	0.00	940.00	6.90
71320	10000500	6012		Pool Merch for Resale	1,420	1,420	0.00	0.00	0.00	1,420.00	0.00
71320	10000500	6026		Pool Chemicals	10,000	10,000	2,325.57	0.00	0.00	7,674.43	23.30
71320 Total	Swimming Pool				84,214	84,214	43,273.15	0.00	0.00	40,940.85	51.38
71350	10000510	1100		Programs Salaries	37,566	37,566	18,861.48	3,143.58	18,861.48	-156.96	100.40
71350	10000510	1300		Programs Part Time Salaries	85,782	85,782	38,105.88	2,584.32	0.00	47,676.12	44.40
71350	10000510	2100		Programs FICA	9,466	9,466	4,313.22	430.75	1,442.90	3,709.88	60.80
71350	10000510	2210		Programs VRS Plans 1&2	3,189	3,189	1,601.34	266.89	1,601.34	-13.68	100.40
71350	10000510	2300		Programs Health Ins	6,836	6,836	3,425.88	569.66	3,419.25	-9.13	100.10
71350	10000510	2400		Programs Life Insurance	492	492	247.08	41.18	247.09	-2.17	100.40
71350	10000510	2700		Programs Workers Comp	1,000	1,000	2,623.00	0.00	0.00	-1,623.00	262.30
71350	10000510	3000		Programs Purchased Services	54,000	54,000	16,581.52	1,657.00	25,298.41	12,120.07	77.60
71350	10000510	3500		Programs Printing & Binding	7,000	7,000	2,614.00	0.00	0.00	4,386.00	37.30
71350	10000510	3600		Programs Advertising	2,000	2,000	499.40	166.55	0.00	1,500.60	25.00
71350	10000510	5210		Programs Postal Svcs	100	100	38.53	0.00	0.00	61.47	38.50
71350	10000510	5400		Programs Leases & Rentals	300	300	0.00	0.00	0.00	300.00	0.00
71350	10000510	5500		Programs Travel	1,000	1,000	114.00	0.00	0.00	886.00	11.40
71350	10000510	5560		Programs Group Trip	5,600	5,600	2,266.06	0.00	870.00	2,463.94	56.00
71350	10000510	5810		Programs Dues Subscr & Memb	1,400	1,400	430.00	230.00	0.00	970.00	30.70
71350	10000510	5830		Programs Refunds	4,500	4,500	2,633.88	0.00	0.00	1,866.12	58.50
71350	10000510	6000		Programs Materials & Supplies	12,500	12,500	3,182.40	607.14	0.00	9,317.60	25.50
71350	10000510	6011		Programs Clothing	1,500	1,500	324.95	0.00	0.00	1,175.05	21.70
71350	10000510	6012		Programs Merch for Resale	7,196	7,196	62.32	0.00	0.00	7,133.68	0.90
71350 Total	Programs				241,427	241,427	97,924.94	9,697.07	51,740.47	91,761.59	61.99
71360	10000520	1300		Concession Part Time Salaries	4,208	4,208	2,712.31	0.00	0.00	1,495.69	64.50
71360	10000520	2100		Concession FICA	322	322	207.51	0.00	0.00	114.49	64.40
71360	10000520	6000		Concession Materials & Supplie	100	100	0.00	0.00	0.00	100.00	0.00
71360	10000520	6012		Concession Merch for Resale	10,700	10,700	4,458.35	0.00	0.00	6,241.65	41.70
71360 Total	Concession Stand				15,330	15,330	7,378.17	0.00	0.00	7,951.83	48.13
72240	10000527	5600		Barns of Rose Hill Contr	5,000	5,000	0.00	0.00	0.00	5,000.00	0.00
72240 Total	Barns of Rose Hill				5,000	5,000	0.00	0.00	0.00	5,000.00	0.00
72700	10000530	5600		VA Comm for Arts Contr	10,000	9,000	9,000.00	0.00	0.00	0.00	100.00
72700 Total	VA Commission for the Arts				10,000	9,000	9,000.00	0.00	0.00	0.00	100.00
73200	10000540	5600		Handley Regional Library Contr	223,757	223,757	111,878.50	0.00	0.00	111,878.50	50.00
73200 Total	Handley Regional Library				223,757	223,757	111,878.50	0.00	0.00	111,878.50	50.00
81110	10000550	1100		Plan Adm Salaries	282,890	282,890	145,977.24	24,329.54	145,977.26	-9,064.50	103.20
81110	10000550	2100		Plan Adm FICA	21,412	21,412	11,080.71	1,844.87	11,116.42	-785.13	103.70
81110	10000550	2210		Plan Adm VRS Plans 1&2	24,018	24,018	12,008.76	2,001.46	12,008.72	0.52	100.00
81110	10000550	2220		Plan Adm VRS Hybrid	0	0	384.72	64.12	384.74	-769.46	100.00
81110	10000550	2300		Plan Adm Health Ins	20,508	20,508	10,937.46	1,822.91	10,965.47	-1,394.93	106.80
81110	10000550	2400		Plan Adm Life Insurance	3,706	3,706	1,912.26	318.71	1,912.31	-118.57	103.20
81110	10000550	2510		Plan Adm Disab Ins - Hybrid	0	0	26.76	4.46	26.74	-53.50	100.00
81110	10000550	2700		Plan Adm Workers Comp	7,050	7,050	6,565.00	0.00	0.00	485.00	93.10
81110	10000550	3000		Plan Adm Purchased Services	15,000	15,000	4,865.00	1,412.50	0.00	10,135.00	32.40
81110	10000550	3140		Plan Adm Engineer & Architect	5,000	5,000	1,645.00	235.00	0.00	3,355.00	32.90
81110	10000550	3140	PTPLN	Plan Admin Pass Thru Eng Fees	10,000	10,000	0.00	0.00	0.00	10,000.00	0.00
81110	10000550	3320		Plan Adm Maint Contracts	1,000	1,000	682.74	0.00	274.26	43.00	95.70
81110	10000550	3500		Plan Adm Printing & Binding	1,500	2,886	1,556.63	0.00	0.00	1,329.37	53.90
81110	10000550	5210		Plan Adm Postal Svcs	1,200	1,200	259.64	0.00	0.00	940.36	21.60
81110	10000550	5230		Plan Adm Telephone	400	400	144.48	33.22	0.00	255.52	36.10
81110	10000550	5500		Plan Adm Travel	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
81110	10000550	5510		Plan Adm Local Mileage	1,000	1,000	281.82	0.00	0.00	718.18	28.20
81110	10000550	5810		Plan Adm Dues Subscr & Memb	300	300	0.00	0.00	0.00	300.00	0.00
81110	10000550	6000		Plan Adm Materials & Supplies	2,500	2,500	1,026.03	52.74	0.00	1,473.97	41.00
81110	10000550	6000	RBP15	Plan Adm Materials & Supplies	200	200	0.00	0.00	0.00	200.00	0.00
10000550 Total	Planning Administration				398,684	400,070	199,354.25	32,119.53	182,665.92	18,049.83	95.49

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81110	10001602	3000		VA DHR LocGov Grant StPur Svcs	0	6,866	0.00	0.00	0.00	6,866.00	0.00
	10001602 Total			VA DHR LocGov Grant-Stabl Prgm	0	6,866	0.00	0.00	0.00	6,866.00	100.00
81110 Total	Planning Administration				398,684	406,936	199,354.25	32,119.53	182,665.92	24,915.83	93.88
81120	10000560	1300		Plan Com Part Time Salaries	500	500	400.00	100.00	0.00	100.00	80.00
81120	10000560	2100		Plan Com FICA	38	38	25.62	6.46	0.00	12.38	67.40
81120	10000560	3160		Plan Com Board Member Fees	8,000	8,000	3,907.40	1,057.40	0.00	4,092.60	48.80
81120	10000560	3600		Plan Com Advertising	4,000	4,000	800.80	0.00	0.00	3,199.20	20.00
81120	10000560	5210		Plan Com Postal Svcs	100	100	0.00	0.00	0.00	100.00	0.00
81120	10000560	5500		Plan Com Travel	1,750	1,750	0.00	0.00	0.00	1,750.00	0.00
81120 Total	Planning Commission				14,388	14,388	5,133.82	1,163.86	0.00	9,254.18	35.68
81130	10000570	3000		BryDevAuth Purchased Services	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
81130	10000570	3160		BryDevAuth Board Member Fees	900	900	50.00	0.00	0.00	850.00	5.60
81130	10000570	3600		BryDevAuth Advertising	300	300	0.00	0.00	0.00	300.00	0.00
81130	10000570	5210		BryDevAuth Postal Svcs	100	100	0.00	0.00	0.00	100.00	0.00
81130 Total	Berryville Dev Authority				2,300	2,300	50.00	0.00	0.00	2,250.00	2.17
81140	10000580	5600		Regional Airport Auth Contr	2,500	2,500	1,250.00	0.00	0.00	1,250.00	50.00
81140 Total	Regional Airport Authority				2,500	2,500	1,250.00	0.00	0.00	1,250.00	50.00
81310	10000590	5600		Help with Housing Contrib	2,500	2,500	2,500.00	0.00	0.00	0.00	100.00
81310 Total	Housing Services				2,500	2,500	2,500.00	0.00	0.00	0.00	100.00
81400	10000600	1300		BrdZonApp Part Time Salaries	250	250	0.00	0.00	0.00	250.00	0.00
81400	10000600	2100		BrdZonApp FICA	19	19	0.00	0.00	0.00	19.00	0.00
81400	10000600	3000		BrdZonApp Purchased Services	2,000	2,000	5,222.50	0.00	0.00	-3,222.50	261.10
81400	10000600	3160		BrdZonApp Board Member Fees	500	500	100.00	0.00	0.00	400.00	20.00
81400	10000600	3600		BrdZonApp Advertising	700	700	357.50	0.00	0.00	342.50	51.10
81400	10000600	5210		BrdZonApp Postal Svcs	50	50	0.00	0.00	0.00	50.00	0.00
81400 Total	Board of Zoning Appeals				3,519	3,519	5,680.00	0.00	0.00	-2,161.00	161.41
81510	10000610	3000		Econ Dev Purchased Services	55,000	55,000	14,540.00	1,527.50	0.00	40,460.00	26.40
81510	10000610	3320		Econ Dev Maint Svc Contracts	1,050	1,050	600.00	0.00	1,050.00	-600.00	157.10
81510	10000610	5230		Econ Dev Telephone	600	600	168.03	42.06	341.97	90.00	85.00
81510	10000610	5500		Econ Dev Travel	200	200	645.01	0.00	0.00	-445.01	322.50
81510	10000610	5800		Econ Dev Miscellaneous Expendi	2,000	2,000	0.00	0.00	0.00	2,000.00	0.00
81510	10000610	5810		Econ Dev Dues Subscr & Memb	1,725	1,725	10,500.00	1,000.00	0.00	-8,775.00	608.70
81510	10000610	6000		Econ Dev Materials & Supplies	1,000	1,000	544.25	0.00	0.00	455.75	54.40
81510 Total	Office of Economic Development				61,575	61,575	26,997.29	2,569.56	1,391.97	33,185.74	46.11
81530	10000620	5600		Small Bus Dev Ctr Contrib	1,500	1,500	1,500.00	0.00	0.00	0.00	100.00
81530 Total	Small Business Dev Center				1,500	1,500	1,500.00	0.00	0.00	0.00	100.00
81540	10000630	5600		Blandy Exp Farm Contrib	3,000	3,000	3,000.00	0.00	0.00	0.00	100.00
81540 Total	Blandy Experimental Farm				3,000	3,000	3,000.00	0.00	0.00	0.00	100.00
81550	10000635	5600		B'ville Main St Contribution	2,500	2,500	0.00	0.00	0.00	2,500.00	0.00
81550 Total	Berryville Main Street				2,500	2,500	0.00	0.00	0.00	2,500.00	0.00
81800	10000640	3000		HstPrvCom Purchased Services	6,000	6,000	550.00	0.00	0.00	5,450.00	9.20
81800	10000640	3160		HstPrvCom Board Member Fees	1,000	1,000	300.00	0.00	0.00	700.00	30.00
81800	10000640	3600		HstPrvCom Advertising	300	300	114.40	0.00	0.00	185.60	38.10
81800	10000640	5210		HstPrvCom Postal Svcs	100	100	0.00	0.00	0.00	100.00	0.00
81800	10000640	5500		HstPrvCom Travel	500	500	0.00	0.00	0.00	500.00	0.00
81800 Total	Historic Preservation Comm				7,900	7,900	964.40	0.00	0.00	6,935.60	12.21
81910	10000650	5600		NSVRC EntityGift	10,273	10,273	8,763.19	0.00	0.00	1,509.81	85.30
81910 Total	Northern Shen Valley Reg Comm				10,273	10,273	8,763.19	0.00	0.00	1,509.81	85.30
82210	10000660	3000		Water Qual Purchased Services	30,000	30,000	7,500.00	0.00	22,500.00	0.00	100.00
82210 Total	Water Quality Management				30,000	30,000	7,500.00	0.00	22,500.00	0.00	100.00
82220	10000670	5600		Friends of Shenandoah Contr	3,000	3,000	3,000.00	0.00	0.00	0.00	100.00
82220 Total	Friends of the Shenandoah				3,000	3,000	3,000.00	0.00	0.00	0.00	100.00
82230	10000675	1300		BrdSepApp Part Time Salaries	200	200	0.00	0.00	0.00	200.00	0.00
82230	10000675	2100		BrdSepApp FICA	15	15	0.00	0.00	0.00	15.00	0.00
82230	10000675	3000		BrdSepApp Purchased Services	500	500	0.00	0.00	0.00	500.00	0.00
82230	10000675	3160		BrdSepApp Board Member Fees	250	250	0.00	0.00	0.00	250.00	0.00
82230	10000675	3600		BrdSepApp Advertising	500	500	0.00	0.00	0.00	500.00	0.00
82230	10000675	5210		BrdSepApp Postal Svcs	100	100	0.00	0.00	0.00	100.00	0.00
82230 Total	Board of Septic Appeals				1,565	1,565	0.00	0.00	0.00	1,565.00	0.00
82400	10000690	5600		Lord Fairfax S&W Contr	5,000	5,000	5,000.00	0.00	0.00	0.00	100.00
82400 Total	LF Soil & Water Cons Dist				5,000	5,000	5,000.00	0.00	0.00	0.00	100.00
82600	10000700	1300		Biosolids Part Time Salaries	5,100	5,100	824.01	0.00	0.00	4,275.99	16.20
82600	10000700	2100		Biosolids FICA	390	390	63.04	0.00	0.00	326.96	16.20
82600	10000700	2700		Biosolids Workers Comp	200	200	0.00	0.00	0.00	200.00	0.00
82600	10000700	5510		Biosolids Local Mileage	1,300	1,300	343.47	0.00	0.00	956.53	26.40
82600 Total	Bio-solids Application				6,990	6,990	1,230.52	0.00	0.00	5,759.48	17.60
83100	10000710	3320		Coop Ext Maint Contracts	0	0	233.88	0.00	525.12	-759.00	100.00
83100	10000710	3841		Coop Ext VPI Agent	41,412	41,412	7,483.80	0.00	0.00	33,928.20	18.10
83100	10000710	5210		Coop Ext Postal Svcs	100	100	0.00	0.00	0.00	100.00	0.00

**Clarke County
YTD Budget Report
December 31, 2017**

FUNCTION	ORG	OBJ	PROJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	% USED
83100	10000710	5230		Coop Ext Telephone	200	200	39.48	10.97	0.00	160.52	19.70
83100	10000710	6000		Coop Ext Materials & Supplies	2,000	2,000	20.01	0.00	0.00	1,979.99	1.00
83100 Total	Cooperative Extension Program				43,712	43,712	7,777.17	10.97	525.12	35,409.71	18.99
83400	10000720	5600		4-H Center EntityGift	2,300	2,300	2,300.00	0.00	0.00	0.00	100.00
83400 Total	4-H Center				2,300	2,300	2,300.00	0.00	0.00	0.00	100.00
91600	10000730	1000		Reserve Personal	62,000	684	0.00	0.00	0.00	684.00	0.00
91600	10000730	3140		Reserve Engineer & Architect	15,000	15,000	0.00	0.00	0.00	15,000.00	0.00
91600	10000730	3150		Reserve Legal Svcs	20,000	20,000	0.00	0.00	0.00	20,000.00	0.00
91600	10000730	8000		Reserve Capital Outlay	15,000	15,000	0.00	0.00	0.00	15,000.00	0.00
91600 Total	Contingency Reserves				112,000	50,684	0.00	0.00	0.00	50,684.00	0.00
Grand Total					10,174,186	10,247,467	5,112,867.15	721,536.75	2,837,100.92	2,297,498.93	77.58